

**PROCEDURES FOR THE APPOINTMENT TO
TOWN BOARDS/COMMISSIONS/COMMITTEES (B/C/C)**

1. To begin the process, a given candidate e-mails his or her nomination form (nom form) to the Selectmen's Nominations Advisory Committee (SNAC) (see below). **Hard copy submissions will not be accepted.**
2. SNAC acknowledges via email receipt of the nom form and provides copies to all three Selectmen.
3. After receiving the nom form, the Selectmen's office contacts the candidate to schedule interviews with the Selectmen. There could be a delay of several weeks or even months, depending upon the Selectmen's schedules and the openings on the desired B/C/C.
4. The Board of Selectmen (BOS) nominates, and the Representative Town Meeting (RTM) appoints, members to the **Commission on Aging, Alarm Appeals Board, Board of Ethics, Harbor Management Commission, Board of Health, Historic District Commission, Board of Nathaniel Witherell, Board of Parks & Recreation, Planning & Zoning Commission, Planning & Zoning Board of Appeals, Board of Social Services and Inland Wetlands & Watercourse Agency.** After being nominated, the BOS places the candidate's name on the Call (agenda) of the next RTM meeting. The Chair of the RTM Appointments Committee and the Chair of one other RTM committee (depending on the B/C/C involved) contact the candidate to schedule an interview. Nominees may wish to make a statement prior to questioning by each committee. The nominee's name is then brought before the full RTM for appointment, at which time the committees that interviewed the nominee will report their recommendations. Candidates do not need to attend.
5. The BOS alone appoints (without the RTM) members to the **Housing Authority, SNAC and Parks & Recreation Foundation.**
6. The First Selectman alone appoints (without the RTM or other Selectmen) members to the **Affirmative Action Committee, Shellfish Commission and Conservation Commission.**
7. SNAC advises candidates via email when they are nominated and/or appointed. Unsuccessful candidates are similarly advised.
8. Appointees become members of B/C/Cs at the beginning of a new term (typically April 1) or immediately if filling an unexpired term.

PRE-INTERVIEW PREPARATION

A member of SNAC is assigned to serve as a liaison to each of the B/C/C's. Candidates might contact the assigned SNAC member for assistance and information about the particular B/C/C of interest. See: <http://www.greenwichct.org/upload/medialibrary/278/snac-membership-list-2014-15.pdf>. Also see: <http://www.greenwichct.org/upload/medialibrary/bfa/SNACWebsiteinformation-4-14-2013.pdf> Finally, a candidate should attend at least one meeting of the B/C/C to become familiar with its subject matter, issues, jurisdiction, powers, and duties.

INTERVIEW GUIDELINES

The Board of Selectmen and the members of the relevant RTM committees may discuss the following points with the candidates:

1. Involvement in community affairs.
2. Knowledge of the subject dealt with by the specific B/C/C.
3. Required time commitment.
4. Exploration of any potential conflict of interest arising from business or community activities.
5. Any other matter that might bear on the candidate's qualifications to serve on the B/C/C.

NOMINATION FORM

To obtain a nom form, go to the Town's website (www.GreenwichCT.org), click on "Volunteer for Boards/Commissions" and then "Nomination Form." The nom form should be filled out on-line, saved and then emailed as an attachment to the address given on the form.