

DRAFT Proposal for Management of Appointment Committee Responsibilities

This is a draft proposal for how the appointments committee is for discussion at the 2017.11.28 Appointments Committee meeting.

This proposal is to suggest a sustainable method for administering the responsibilities of the Appointments Committee. In the previous term, the vast

majority of these were performed by the chair. The timing of the proposal precedes the beginning of the new RTM term where members will be considering whether to serve on the Appointments Committee and, if so, to serve on its executive board.

Chair	Vice Chair	Secretary	Members ¹
<ol style="list-style-type: none"> 1. Perform the duties assigned to Standing Committee Chairs found in the RTM Rules¹. <ul style="list-style-type: none"> • Chair meetings • Prepare agenda 2. Book meeting rooms/ prepare meeting schedule for the term 3. Liaison with the Selectmen's Nominations Advisory Committee (SNAC) 4. Liaison and schedule with candidates, nominees, and spokespeople of contrary viewpoints 5. Send meeting notice and Agenda to committee members in a timely manner 6. Report the votes and actions of the Appointments Committee at RTM meetings² when not delegated to the Appointments Committee Subcommittees. 7. Spearhead amendments to the appointments process represented in the Town Charter and RTM Rules.. 	<ol style="list-style-type: none"> 1. Perform the duties assigned to Standing Committee Chairs found in the RTM Rules¹. 2. Perform the responsibilities of the chairman in his or her absence. 3. Chair the Nominating Committee <hr/> <p>¹ <i>The Rules of The Representative Town Meeting of Greenwich effective 4/1/2016 S.V.D</i></p>	<ol style="list-style-type: none"> 1. Take attendance 2. Record votes and resolutions 3. Organize reports from subcommittees, distribute to members of the Appointments Committee and publish on RTM web site in time for District Meetings 4. File the reports and votes with the Town clerk within 48 hours of end of meeting. 5. Report the names of each delegate failing to meet the minimum attendance requirement to the Town Clerk and to the appropriate district chairman¹. <hr/> <p>¹ RTM Rules section V.A.4</p>	<ul style="list-style-type: none"> • Members will participate on assigned subcommittees) <p>Subcommittees</p> <ul style="list-style-type: none"> • (proposed listed on next page) <ol style="list-style-type: none"> 1. Advise Appointments Committee in advance on the role of agency as defined by municipal code challenges facing the agency, Agency membership, needs, and skill set, details of nominees coming before the RTM for appointment 2. Prepare reports on the interviews of nominees that come before the Appointments Committee to be submitted to the Secretary to publish on RTM web site in time for District Meetings 3. Deliver AC Reports to the RTM when a member of the agency for which they are responsible stands for appointment 4. Ensure agency compliance with the Minority Representation act (work with Registrar of voters) 5. Advise the Appointments Committee Chair whenever there a vacancy occurs on an agency <hr/> <p>¹ Alternrnat members encouraged to participate, but only delegates vote</p>

¹ *The Rules of The Representative Town Meeting of Greenwich effective 4/1/2016 Sec. V.C. page 13*

Proposed Subcommittees and their responsibilities

Nominating Sub Committee

- Claims Committee
- Labor Contracts Committee
- Condemnation Commission
- RTM Representative to the Harbor Management Commission
- Flood and Erosion Control Board
- Failure to Nominate

Land Use Sub Committee

- Planning and Zoning Board of Appeals
- Planning and Zoning Commission
- Historic District Commission
- Inland Wetlands and Watercourses

Social Services Sub Committee

- Commission on Aging
- Nathaniel Witherell Board
- Board of Health
- Board of Human Services
- Ad Hoc (Like School Building Committee)

Town Services Sub Committee

- Alarm Appeals Board
- Board of Ethics
- Board of Parks And Recreation
- Harbor Management Commission
- Organization of Town

Alternate Subcommittees

group A

- Claims Committee
- Flood and Erosion Control Board
- Failure to Nominate
- Inland Wetlands and Watercourses
- Board of Health

group B

- Labor Contracts Committee
- Planning and Zoning Board of Appeals
- Commission on Aging
- Board of Parks And Recreation
- Ad Hoc (Like School Building Committee)

group C

- Condemnation Commission
- Historic District Commission
- Nathaniel Witherell Board
- Alarm Appeals Board
- Board of Ethic

group D

- RTM Representative to the Harbor Management Commission
- Harbor Management Commission
- Planning and Zoning Commission
- Board of Human Services
- Organization of Town

Appointments Processes and Record Keeping

1. Responsibility for Appointments Master List will be delegated to a town entity in order to avoid the risks to continuity of business inherent due to the regular turnover in the RTM.
2. The Master List will be updated after every RTM meeting and every vacancy. Published on the RTM web site for use by the RTM and SNAC. .
3. The List will provide the user with ability to sort according to need. It will contain the following information:
 - The length of term for each agency
 - Each agency member name along with
 - unique position designation
 - contact information (phone and email)
 - Political party affiliation as per registrar of voters
 - original appointment date and item number with link to RTM minutes and item number
 - most recent appointment date and item number with link to RTM minutes and item numbers
 - Date of the expiration of the current term
 - length of a member's service
 - date of any vacancy
 - data necessary to track the length of any vacancy needed as well as data needed for the RTM to exercise the responsibilities cited under the "failure to nominate" clause in charter section 306.
4. The entity will archive digital copies of the Master lists with the minutes of each RTM meeting
5. The entity will maintain searchable pdf digital archives of the nomination information (nomination forms, candidate information forms, resumes) organized and searchable by date, name, and agency
6. The committee will pursue amendments to the appointments process represented in the Town Charter and RTM Rules in order to ensure that the AC has the advance time it needs to perform its diligence in advising the RTM