

Nominee Information Sheet

Why read this document?

The purpose of this document help any candidate, nominee, or member of the general public understand the steps involved to serve on an appointed agency¹ in the Town of Greenwich.

The primary target audience for this document is the nominee awaiting appointment by the Representative Town Meeting (RTM).

Greenwich's Decentralized Form of Government

In addition to the elected bodies in Greenwich, the Town is governed or advised by agencies whose membership is determined by appointment. In fact, the majority of governance in the Town of Greenwich is performed by agencies whose members are appointed by elected bodies or individuals.

The Appointment Process

Nominations are usually made by the Selectmen

Methods of appointment for each agency are dictated in the [Town Charter](#). For the majority of agencies, members are nominated by the Board of Selectmen and appointed by the RTM.

Whoever nominates will take into consideration the role and authority of the agency as dictated in the Town Charter or State Statutes, the current and historic needs and challenges of the agency, and the current membership of the agency, i.e. appropriate skill sets and chemistry.

Candidates who are nominated by the Board of Selectmen are individuals who either identify themselves by contacting the Board of Selectmen's Office or are identified for service by the Selectmen's Nomination Advisory Committee (SNAC).

Some Nominations Are Made by the RTM

In instances where members are nominated by the RTM², candidates are identified and nominated RTM Appointments Committee. Nominations by petition and from the the floor of the RTM are rare but additional options.³

In both cases, candidates are asked to complete an informational form and to provide a resume. Candidates who qualify are invited to interview for a specific position by the nominating body. After the interview, the nominating body will, at a public meeting, vote to nominate a candidate.

Notice of nomination is provided to the RTM:

In those instances where the Town Charter directs that appointments shall be made by the Board of Selectmen notification that a nomination has been made is provided to the RTM according the processes set forth in [§306.b of the Town Charter](#) and [III.H.1 of the Rules of The RTM](#)⁴. The nominating body submits a resolution to Town Clerk for inclusion on the Call (agenda) of the next RTM meeting⁵. The resolution is a request that the RTM act to appoint the nominee.

RTM Standing Committees Meet with the Nominee

The method by which RTM manages the business of making appointments is to delegate the evaluation of a nominee to RTM standing committees. When an appointment is added to the Call of the RTM, the moderator typically refers the appointment to 2 standing committees, one of which is the Appointments Committee and another which has responsibility for overseeing the work and/or budget of that agency.

The nominee should expect to be contacted by the committee chairmen and invited to meet

- 2 See the chart on the next page
- 3 RTM Rules [§ III.H](#)
- 4 currently on pages 7 and 8
- 5 The Call, or agenda, of and RTM is made available to RTM members via mail and to the public online at http://www.greenwichct.org/government/rtm/rtm_meeting_information/meeting_documents/

1 The term "agency" includes any appointed agency authority, board, commission, or committee

with each committee at their respective public meetings.

The role of a standing committee is to assess a nomination and provide the RTM with an objective report regarding the qualifications of a nominee and to provide a recommendation to the RTM in the form of a non-binding vote by committee members. This takes place during a public meeting held in accordance with the provisions of the [Freedom of Information Act \(FOIA\)](#).

In addition to being asked questions about their experience and qualifications, nominees may be asked to discuss their familiarity with the sections of the Town Charter and State Statutes which define the role of the agency⁶, what challenges they perceive the agency to be facing in the near future, their vision for the town of Greenwich and how participation on the agency would be affected by that vision.

RTM Votes to Make Appointment Official

Appointment takes place only when the full RTM acts upon a resolution to appoint and the nominee receives a majority of affirmative votes. A nominee should not assume his or her appointment to an agency before this occurs.

Your Responsibilities as a Town Officer

Those appointed to serve on a Town Agency are considered to Officers of the Town of Greenwich. Officers and the boards on which they serve are obligated to understand and abide by a number of local and state Laws, ordinances and statutes.

These include the following:

- [The Town Code of Ethics](#)
- [The Connecticut Freedom of Information Act](#).
- [The State of Connecticut Minority Representation Act §9-167a](#).
- [\(§306\)](#) of the Municipal Code as it applies to the (overdue) filling of vacancies on agencies.

Compensation

- Members appointed to Town Agencies serve without compensation.

Agencies & Associated RTM Standing Committees*		
Agency	Nominating Body	Standing Committees*
Commission on Aging	Board of Selectmen	Appointments, Health & Human Services
Alarm Appeals Board	Board of Selectmen	Appointments, Town Services
Claims Committee	Appointments Committee.	Legislative & Rules
Condemnation Commission	Appointments Committee.	Land Use, Public Works
Board of Ethics	Board of Selectmen	Appointments, Town Services
Flood and Erosion Control Board	Appointments Committee.	Land Use, Public Works
Harbor Management Commission	Board of Selectmen or Appointments Committee.	Appointments, Land Use, Parks & Recreation
Board of Health	Board of Selectmen	Appointments, Health & Human Services
Historic District/Properties Commission:	Board of Selectmen	Appointments, Land Use
Inland Wetlands & Watercourses Agency	Board of Selectmen	Appointments, Land Use
Labor Contracts Committee	Appointments Committee.	Finance
Board of the Nathaniel Witherell	Board of Selectmen	Appointments, Health & Human Services
Board of Parks & Recreation	Board of Selectmen	Appointments, Parks & Recreation
Planning & Zoning Board of Appeals	Board of Selectmen	Appointments, Land Use
Planning & Zoning Commission	Board of Selectmen	Appointments, Land Use
Board of Social Services	Board of Selectmen	Appointments, Health & Human Services
School Building Committee:	Board of Selectmen	Appointments, Education, Public Works
* Subject to the discretion of the Moderator of the RTM		

6 See reference chart on page 3

Flowchart of the Appointments Process

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