



**Town of Deerfield**  
**Application for**  
**Appointment to Boards**  
**and Committees**

Deerfield Municipal Offices  
8 Conway Street  
South Deerfield, MA 01373  
Ph: 413-665-1400  
Fax: 413-665-1411

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone(s):** \_\_\_\_\_

**Occupation:** \_\_\_\_\_ **Years lived in Deerfield:** \_\_\_\_\_

**Deerfield Resident:** \_\_\_ Yes \_\_\_ No

**Please indicate the Committee(s) on which you are interested in serving:** (*Appointment subject to vacancies*)

- |  |                                       |
|--|---------------------------------------|
| ___ 350 <sup>th</sup> Anniversary Committee                                | ___ Energy Resources Committee        |
| ___ Ad Hoc Senior Housing Committee  | ___ Finance Committee                 |
| ___ Ad Hoc Town Common Committee   | ___ Historical Commission             |
| ___ Capital Improvements Committee   | ___ Human Rights Advisory Committee   |
| ___ Community Preservation Committee                                       | ___ Open Space & Recreation Committee |
| ___ Connecting Community Initiative  | ___ Personnel Board                   |
| ___ Conservation Commission  | ___ Recreation Committee              |
| ___ Cultural Council   | ___ Town Buildings Advisory Committee |
| ___ Deerfield Economic Development and<br>Industrial Corporation Committee | ___ Zoning Board of Appeals           |

**What skills and experience will you bring to this Board/Committee:**

*(attach additional sheet or resume if desired)*

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**Are you currently serving or have you served on any Town Committee: \_\_\_ Yes\* \_\_\_ No**

*(if yes, please state what committee)* \_\_\_\_\_

**Required:** Please read the following. My signing below, you state that you understand and agree: The filing of this form does not guarantee my appointment. An application is kept on file for two (2) years. Being appointed to a committee, board, or commission means that I am considered a Municipal Employee under Massachusetts General Law Chapter 268A and thereby subject to Conflict of Interest Law (MGL c.268A), Financial Disclosure Law (MGL c.268B), as well as the Open Meeting Law. I understand that I also must be sworn in by the Town Clerk. ***Important: Once this form is submitted, it becomes a public document. If there is information you do not want open to the public, please do not include it on this form!***

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Please return this form to Kayce Warren, Town Administrator, 8 Conway Street, South**

**Deerfield, MA, 01373, or email to [townadmin@town.deerfield.ma.us](mailto:townadmin@town.deerfield.ma.us).**

## **APPOINTMENT PROCESS**

People invited to serve the Town by becoming members of its non-elected committees, boards, and commissions should:

- Be people of competence, good will, and sound, objective judgment
- Be drawn from a pool of applicants consisting of Deerfield residents
- Be truly invested in the welfare of the community and all its residents
- Be sensitive to the long-term as well as immediate impacts of their decisions and recommendations
- Be willing and able to devote the time and energy necessary to fulfill their responsibilities

Some committees have associate members as well as full members. The Selectboard encourages people to volunteer in the community, whether it is their first time or they are seasoned volunteers.

## **APPLICATION PROCESS**

The Selectboard and Town Administrator's Office will keep applications on file of people interested in being considered for appointment. Application forms are available on the Town's website, and in the Town Administrator's office. Applications are collected centrally and will be made available to the appointing authority, which varies by committee.

The Selectboard, upon notice of a vacancy, shall post the opportunities to serve on a committee. Applicants should include information on the application that will make it possible to identify both interests and talents, as well as their name, address, phone number(s), and email address. Attaching a resume is recommended.

The appointing authority may turn to the chairs of committees for their recommendations on filling vacancies. If interested in a specific committee, applicants are encouraged to attend the committee's meetings and introduce themselves to the Chair. All committee meetings are open to the public and posted both online and on the bulletin located at the main entrance of the Municipal Office Building at 8 Conway Street.

Appointments of committee members will take place at a scheduled meeting of the appointing authority. Newly appointed members shall be sworn in by the Town Clerk prior to participating in a committee meeting.

## **COMMITTEE ATTENDANCE POLICY (for appointed committees)**

Regular attendance at meetings is an important part of a committee member's responsibilities. Committee members shall not miss three consecutive meetings or a total of four meetings in one year without the permission of the committee chairperson. The committee chairperson should consult with the appointing authority to replace a member deemed to have vacated their position through repeated absences. The appointing authority may replace the member after holding a public meeting to which the member is invited.

Committees or boards shall have an annual election of new officers at the beginning of each fiscal year.

## **COMMITTEES AND BOARDS – RESIDENCY POLICY**

Elected Members – Per Massachusetts General Law Chapter 41, Section 109, if an elected officer removes from the Town, they shall be deemed to have vacated their office.

Appointed Committee Members – Generally, it is the requirement of the Town that residents fill appointments to committees. In instances where non-residents have particular knowledge or skills that will benefit a particular committee, the appointing authority may appoint non-residents, but a committee or board may not have more than 50% non-resident members.

## **MGL c.41, §109: Resignation; Notice; Residence Requirements**

Section 109. No resignation of a town or district officer shall be deemed effective unless and until such resignation is filed with the town or district clerk or such later time certain as may be specified in such resignation. Upon receipt of a resignation the clerk shall notify the remaining members, if the resignation is received from a board of two or more members, and he shall further notify the executive officers of the town or district and such notification shall include the effective date of the resignation. Unless otherwise provided by general or special law, ordinance or by-law, a person need not, in order to accept appointment to a public office in a town or district, be a resident of such town or district; provided, however, that if an appointed town or district officer is required to become a resident within a period of time specified at the time of his appointment by the board or officer making the appointment but fails to do so within the time specified, or if an elected or appointed town or district officer removes from the town or district in which he holds his office, he shall be deemed to have vacated his office.