



Town of Pittsford

"The Sunshine Village"

MUNICIPAL OFFICE
P.O. Box 8, PLAINS ROAD
PITTSFORD, VT 05763-0008

TOWN CLERK 802-483-2931
TOWN MANAGER 802-483-6500
LISTERS 802-483-2275
FAX 802-483-6612

MEMORANDUM

DATE: Effective March 26, 1997

TO: All Appointees to local and/or regional boards/commissions/committees

SUBJECT: **BOARD/COMMISSION/COMMITTEE PARTICIPATION POLICY**

Persons who accept appointments as members of or to the community's boards, commissions, and committees are selected by the legislative body based upon their qualifications, interest in serving, and ability to meet the scheduling and work demands of the position. This type of service obviously requires that the appointee sacrifice personal and family time and often devote extended hours towards the achievement of commission objectives. The responsibility of an appointment should not be treated casually for, in the small group environment of boards and commissions, every member is a key player. With this in mind, the following policy should guide members and chairs in managing attendance and scheduling work.

A board/commission/committee appointee whose attendance at meetings is irregular, (includes any meeting called by the chair, not just regularly scheduled meetings) places an inappropriate operational burden on the group agenda. When, in the view of the chairperson, individual attendance becomes a quorum or planning problem, the appointee's continued membership on the board will be subject to review by the Selectboard.

This policy is adopted to encourage regular attendance by board/commission/committee members at their respective meetings. It is not the intention of the Board of Selectmen to police attendance. Rather, the focus of this policy is to insure that work assigned to boards is completed in a timely and thorough fashion by persons who have the energy and are available to satisfy these needs.

The Chair of each board is expected to implement this policy. Members should contact the chair when an absence is anticipated. If the chair feels that a member is not participating sufficiently to satisfy the board's work load and objectives, and if the chair feels that the member's appointment should be reviewed by the Selectboard for consideration of replacement, the board chair should so indicate to the Chairman of the Board of Selectmen.