

Town of Bar Harbor

Appointments Policy

This policy governs appointments to all town boards, committees, commissions and task forces (hereafter “bodies”) appointed by the Town Council.

The Appointments Committee shall consist of three Councilors elected annually at the organizational meeting held every June. Terms shall be for one year. Appointments Committee members may serve a maximum of two consecutive terms, and may serve again after a lapse in service of three years.

Annual Appointments

The Town Clerk shall annually advertise all expiring terms on appointed bodies. The notice shall be in the local newspaper and on the Town’s website and shall include a deadline for return of applications.

Interested citizens, including incumbents up for reappointment, shall fill out an application supplied by the Town Clerk and file a completed application with the Clerk’s office by the published deadline.

The Appointments Committee shall meet with all prospective appointees in order to discuss special qualifications, expertise and interest of applicants. A remote interview is acceptable.

The Appointments Committee recommendations will be in the form of nominations to the Town Council at a regular meeting. The nominations are not limited to the number of vacancies on a given board or committee. The Appointments Committee may also choose not to make nominations and request that the Town Council repost the vacancies. This does not preclude another Councilor from making a nomination from the list of interviewed applicants. A nomination to a board or committee does not require a second.

If incumbent member of a board or committee has not reapplied for a position and the member’s term has expired, the position will be considered vacant upon the expiration of the term.

Mid-Year Appointments

The Town Clerk shall advertise open seats for newly created appointed bodies, or newly created seats on appointed bodies, as they are created, with an application deadline. The Clerk’s office may also advertise urgent vacancies, and set an application deadline, if vacancies could impede mandatory work such as review of applications.

In the event that an appointed body has open seats after the annual appointments, applications may be received on a rolling basis and ad-hoc Appointments Committee meetings may be called to interview and nominate prospective appointees.

Attendance

Unless otherwise specified in the Code of the Town of Bar Harbor, the Town Council may remove any board or committee member and appoint a successor for the unexpired term of any member who fails to attend four consecutive regular meetings or fails to attend seventy-five

percent of all meetings during the preceding 12 month period. The Town Council may waive attendance provisions for due cause. Attendance records will be part of the Appointments Committee review process.

LEGISLATIVE HISTORY

06-Oct-15 Introduced to Town Council

01-Dec-15 Adopted by Town Council

15-Jul-16 Introduced deleting number of terms served

19-Jul-16 Council adopted deletion of the number of terms served

20-Sept-22 Clarify annual vs. mid-year appointments, application deadlines, etc.