



## 2015 Advisory Board Procedure

<b>July 1, 2015</b>	<ol style="list-style-type: none"> <li>(1) Create a spreadsheet showing all advisory board members terms ending December 31, 2015</li> <li>(2) Update the website to show the number of positions for each advisory</li> <li>(3) Meet with PIO to create a press release and eCrier announcing the town will be accepting applications.</li> </ol>
<b>July 15</b>	Mailed newsletter announces applications are available for advisory boards.
<b>July 15- Sept. 30</b>	Applications are collected by town clerk
<b>October 1</b>	Email advisory candidate list to nominating committee
<b>Oct. 15 – Oct. 30</b>	Nominating committee meets to discuss the pool of advisory board applicants
<b>November Regular Meeting</b>	Commissioners and mayor appoint advisory board members
<b>December</b>	<ol style="list-style-type: none"> <li>(1) Email new appointees that they have been appointed to serve and that their staff advisory will be in touch. Staff meets with new members before first meeting.</li> <li>(2) Draft emails on behalf of the mayor and Nominating Committee thanking the candidates who did not get selected for their interest and to encourage them to apply again next year and if they haven't already done so, sign up for Civics 101 in January.</li> <li>(3) Draft letter on behalf of mayor thanking any advisory board member rolling off.</li> <li>(4) Update formal advisory board list on website and spreadsheet</li> </ol>

**\*Nominating Committee** defined:

The Mayor shall convene and chair a nominating committee. The other members of the committee shall be at least the following: the Town Manager, two elected officials, one person selected by the Chair of Planning Board, and one person selected by the Chair of the Design Review Board. The Mayor may select other members of the Committee if he or she wishes.