

**DEPARTMENT:** COUNCIL

**TITLE:** **APPOINTMENTS OF CITIZENS TO BOARDS, COMMITTEES & COMMISSIONS**

Minutes reference date: 8 September 1992, 28 November 2011

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## **POLICY STATEMENT**

1. All appointments to boards, committees and commissions shall be ratified by Town Council at a duly constituted meeting of Council.
2. All appointments shall be for a specific period of time and may be terminated by Council at any time.
3. Term and expiry of appointments shall be in accordance with the applicable committee terms of reference.
4. Only residents of Amherst shall be appointed to boards, committees and commissions unless the terms of reference provide for appointments of non-residents.
5. Solicitation for prospective appointees for boards, committees and commissions shall be obtained by advertising in the local media and on the Town's website.
6. Town employees or their family members shall not be eligible to sit as a member of any board, committee or commission. Employees shall act as resource persons only.
7. A citizen shall be eligible to serve on not more than two boards, committees or commissions at any one time.

## **PURPOSE**

The purpose of this policy is to clarify the appointment of members to boards, committees and commissions.

## **DEFINITIONS**

"Boards, committees and commissions" are those agencies, either operational or advisory, created by Council, the members of which are appointed to fulfill a specific mandate.

"Family members" shall include persons of an employee's immediate family.