



POLICY No.: B-2
DATE ADOPTED: OCTOBER 17, 2007
UPDATED: NOVEMBER 2, 2011

TOWN OF WEST BOYLSTON BOARD OF SELECTMEN POLICY

Policy on Non-Reappointment and/or Removal of Appointed Officials For the Board of Selectmen and the Town Administrator

Purpose: The Board of Selectmen and Town Administrator agree to establish standards and procedures necessary for non-reappointment or to remove appointed officials from office.

Policy: Should the Board of Selectmen or the Town Administrator intend not to reappoint an official seeking reappointment to an office, a written notice shall be required at least fourteen (14) days before the expiration of the appointment date. Upon request, the Board of Selectmen or the Town Administrator may arrange a meeting with the official.

Should it be necessary to immediately remove an appointed official, which may be warranted in instances involving serious insubordination, theft, serious illegal or destructive acts while in the position, or other substantial reasons deemed appropriate by the Town Administrator, or the Board of Selectmen, the action could take place pending a public hearing.

The business of the Town requires active participation of its appointed boards and committees. Oftentimes, excessive absenteeism by appointed officials prevents this business from being conducted. Where not inconsistent with Massachusetts General Laws, any appointed official who is a member of a multi-member board, committee or commission may be removed by the appointing authority after a public hearing for failure to attend more than three consecutive meetings (unexcused), or more than 50% of the meetings over a twelve (12) month period. Failure to attend, if not adequately explained to the satisfaction of the appointing authority, shall be considered cause for removal. An unexcused absence is defined as failure to notify the Chairman of the board or committee prior to the absence.