



# CITY OF EASTHAMPTON

*Mayor Nicole LaChapelle*

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## **Appointment to Easthampton Public Board Service**

Mayor LaChapelle is responsible for the process of appointing citizens to service on most of Easthampton's public boards, with others appointed directly by the Easthampton City Council, or by existing Board Members of the Boards themselves. This document aims to clarify that process in accordance with the City Charter and the practices of Mayor LaChapelle's administration as the appointing authority where appropriate. Every effort has been made to represent the process accurately and there are exceptions to these rules. This document is intended for informational purposes only and the language is intentionally simplified to be more approachable.

### **Process to appoint members to a standing city committee:**

First, Mayor LaChapelle submits to the City Council the name of each person she wants to appoint to serve as a member of a multiple-member body. Next, the City Council refers each person offered for appointment's name to the Appointments Subcommittee of the City Council.

The Appointments Subcommittee of the City Council then vets each candidate for appointment and may make a report, with recommendations to the full City Council at least seven days but not longer than 30 days following the referral from City Council. The committee can require any person whose name has been referred to it to appear before the committee, or before the City Council, to answer questions about their appointment.

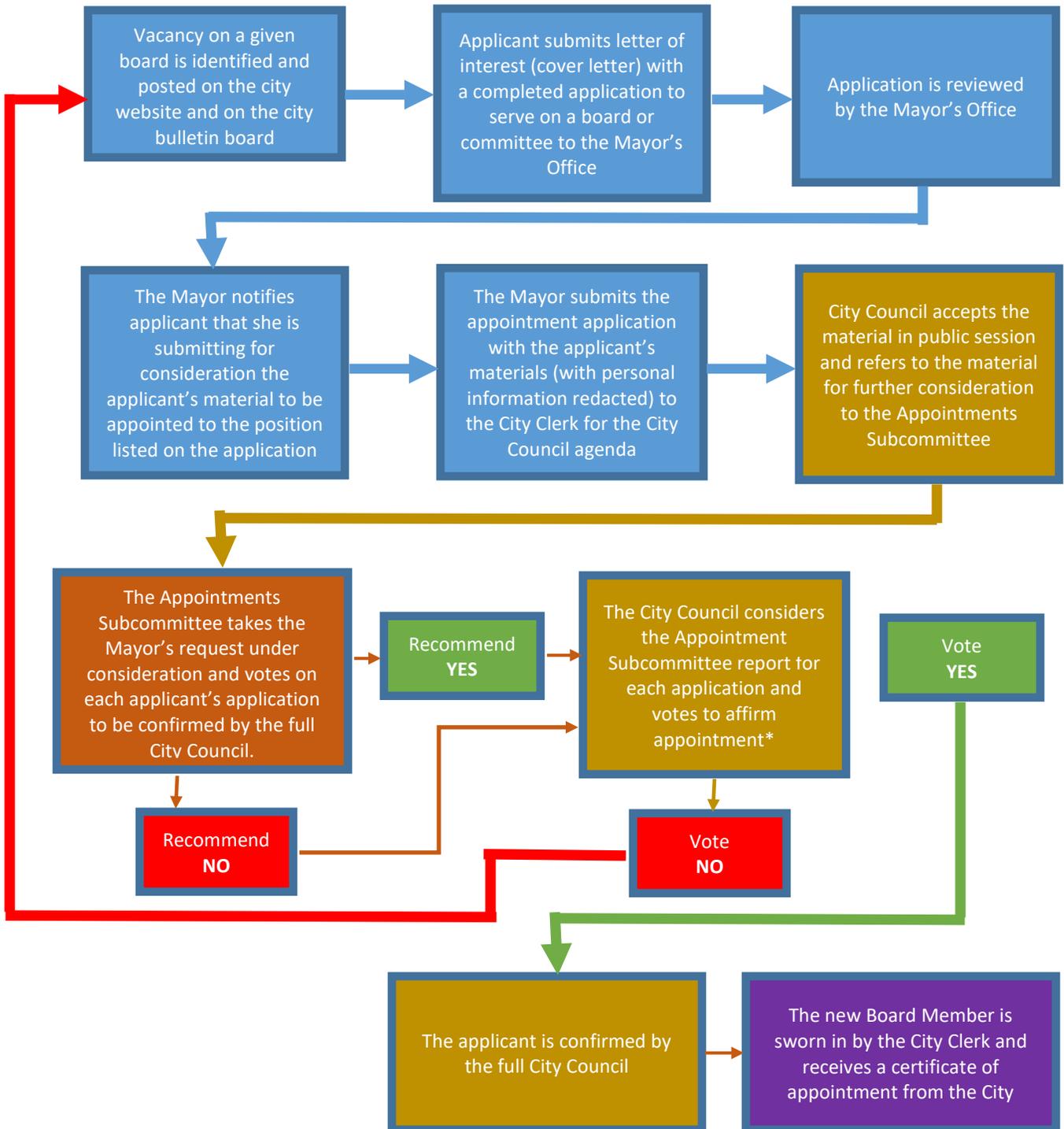
Appointments made by Mayor LaChapelle automatically become effective 45 days after she formally brings an appointment to the City Clerk, unless the City Council votes to reject the appointment, or unless the City Council votes sooner to affirm the appointment. For a candidate for a board to be rejected by the City Council requires a two-thirds vote of the full Council, except that an appointment to a multiple member body may be rejected by a majority vote of the full council. The question on rejection of any appointment made by the mayor shall not be subject to the procedure of charter objection provided in Section 2-9 (b) of the City Charter.

All appointments are made on the basis of merit and fitness demonstrated by examination, past performance or by other evidence of competence and suitability. Each person appointed to fill a position needs to be a person especially fitted by education, training and previous work experience to perform the duties of the position for which chosen.

All interested applicants must complete the application posted on the website and available at the Mayor's Office with a cover letter explaining their interest in serving on the stated multi-member Board as it relates to in the city's ordinance creating the board or committee. Resumes are not required but can be submitted if the applicant wishes.

A listing of available positions are posted and regularly updated on the city website and at city hall on the municipal meeting and job posting bulletin boards.

## City of Easthampton Board Appointment Process



\*If the City Council does not act on an appointment within 45 days, the Appointment is automatically confirmed.