

Administrative Policy and Procedure

Select Board Policy Establishing a Policy Subcommittee

July 18, 2023

PURPOSE:

The policies of the Select Board should be reviewed periodically for potential updates so that they can be used consistently as a basis for Select Board action and for staff administrative decisions.

On occasion, the Select Board also needs to draft and adopt new policies. These policies should be broad enough to indicate a line of action to be followed by staff in addressing day-to-day problems and be specific enough to give clear guidance.

APPLICABILITY:

This policy applies to the review and drafting of all Select Board policies unless the Select Board or the Chair directs otherwise.

POLICY:

1. The Policy Subcommittee drafts new policies to be considered for adoption by the Select Board.
2. The Policy Subcommittee evaluates existing policies on a regular schedule to recommend potential changes or the elimination of a policy by the Select Board.
3. The Chair shall appoint two Select Board members to serve a one-year term, expiring on June 30 of each calendar year. The Chair will appoint one member to serve as Chair of the Policy Subcommittee.
4. The Open Meeting Law applies to all Policy Subcommittee meetings, which will be open to the public with an agenda posted in advance. Instructions on how members of the public may participate will be included in the agenda postings.
5. The Policy Subcommittee will invite the Executive Director and other staff members or subject matter experts, as deemed necessary, to join their meetings.
6. The Policy Subcommittee or Executive Director may request that legal counsel review a draft policy (new or updated) as appropriate.
7. The Policy Subcommittee shall submit a draft policy (new or updated) to the Select Board for a discussion and vote.
8. When considering a recommendation from the Policy Subcommittee, the Select Board may consider holding a public hearing before adopting or revising a policy.

Guiding Principles for the Policy Subcommittee:

Generally speaking, the Policy Subcommittee will adhere to the following principles when reviewing and recommending policies:

1. Give primacy to the application of the rule of law.

2. Ensure compliance with mandates from the federal and state government.
3. When relevant, seek guidance from federal, state, and/or local agencies.

Policy Subcommittee Considerations for Identifying and Prioritizing Policies for Review:

1. Do recent events (local, regional, or global) suggest the need for a policy review?
2. How frequently is a policy used? (The more frequently a policy is used, the more often it should be reviewed.)
3. Is the Board complying with the policy?
4. Does industry best practice and MMA guidance suggest the need for a policy or a policy revision?
5. How old is the policy? (Ideally, policies will be reviewed at least once every five years.)