

## **PEMBROKE SELECT BOARD LIAISON POLICIES AND PROCEDURES**

On August 5, 2020, the Pembroke Select Board adopted the following policy for the Select Board's Liaison position that provides for the interworking, communication and coordination with all the standing Town multi-member boards, committees and commissions.

### Proposal

Annually, the Select Board will assign Members to serve as a liaison to all the standing Town multi-member boards, committees and commissions. The Select Board Liaison is not a member of the committees he/she is assigned to and will have no voting privileges. Intended below are best practices to be implemented with appointed boards, committees and commissions and recommended when liaising with elected boards.

### Responsibilities

1. The Select Board Liaison will not be expected to attend meetings on a regular basis. The Select Board Liaison should attend meetings when significant issues are being discussed and/or action is to be taken and upon invitation of the Chair.
2. The Select Board Liaison is encouraged to attend at least one meeting in order to introduce themselves to committee members and to brief the committee on the role and purpose of the liaison position.
3. Upon assignment, the Select Board Liaison will distribute this policy in the form of a memorandum to the Chair of each assigned committee.
4. The Select Board Liaison will establish a working relationship with the Chair of each committee to which they are assigned and be available for consultation when needed.
5. The Select Board Liaison will be the point of contact for those multi-member bodies to which they are assigned. The Liaison is responsible for communicating relevant information and actions by the Select Board to their assigned committees. They are also responsible for reporting back to the Board any developments, information and actions taken by their assigned committees relevant to the work of the Select Board.

### Boards, Committee and Commission Responsibilities

1. The Chair of each multi-member body will ensure that the Select Board Liaison is sent advance notice of each meeting as well as all meeting agendas and minutes.
2. The Chair will inform the Select Board Liaison of any significant issues under current or potential future discussion that are relevant to the roles and responsibilities of the Select Board or that may require future action by the Select Board.
3. The Chair will invite the Select Board Liaison to meetings when needed with as much advance notice as possible in order to ensure attendance.
4. The Chair will request through the Select Board Liaison a joint meeting with the Select Board when the multi-member Body determines that an issue requires:
  - a. Action by the Select Board
  - b. Direction from the Select Board
  - c. Specific information or guidance needs to be provided to the Select Board on an issue under the purview of the multi-member body
5. For those multi-member bodies where members are directly or jointly appointed by the Select Board, a vacancy should immediately be reported to the Town Manager and the Select Board Liaison so that the vacancy can be filled in an appropriate time and manner.

### Select Board Liaison Roles – Updated to **June 7, 2023**

1. School Committee (T. Marino)
2. Council on Aging Board (J. Brown)
3. DPW Water Commissioners (R. Flynn)
4. Community Center Task Force (D. Trabucco)
5. Advisory Committee (J. Brown)
6. Safety Committee/PEMA (T. Marino)
7. Planning Board (S. Ciciotti)
8. Zoning Board of Appeals (S. Ciciotti)
9. Affordable Housing Committee (S. Ciciotti)

### Regional/State Representatives

- Old Colony Planning Council (R. Coletta)
- Plymouth County Advisory Board (John Brown)

### Select Board's Initiatives

- Joint SB/SC Revenue Subcommittee (J. Brown, T. Marino)
- Shared Water Resources Working Group (S. Ciciotti, R. Flynn)