



**Town of Ware**  
**Application for Appointment to**  
**Boards and Committees**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Years lived in Ware: \_\_\_\_\_  
Ware Resident: Yes No

Please indicate the Committee(s) you have interest in serving on: *(Appointment subject to vacancies)*

Ware Agricultural Commission	Ware Cultural Council
ADA Commission	Finance Committee
Board of Registrars	Historical Commission
Capital Planning Committee	Open Space Committee
Community Development Authority	Tax Increment Financing (TIF) Committee
Conservation Commission	Zoning Board of Appeals
Council on Aging	Other:

What skills and experience will you bring to this Board/Committee:  
*(attach additional sheet or resume if desired)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you currently serving or have you served on any Town committee: \_\_\_ Yes\* \_\_\_ No  
*(if yes, please state what committee)* \_\_\_\_\_

**Required:** Please read the following. By signing below, you state that you understand and agree: The filing of this form does not guarantee my appointment. An application is kept on file for two (2) years. Being appointed to a committee, board or commission means that I am considered a Municipal Employee under MGL Chapter 268A and thereby subject to Conflict of Interest Law MGL Chapter 268A, Financial Disclosure Law MGL Chapter 268B, as well as Open Meeting Law. I understand that I will take the conflict of interest test after being appointed and that I also must be sworn in by the Town Clerk. **IMPORTANT: Once this form is submitted, it becomes a public document. If there is information you do not want open to the public, please do not include it on this form!**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return this form to Stuart Beckley, Town Manager, 126 Main Street, Ware, MA 01082 or email to [sbeckley@townofware.com](mailto:sbeckley@townofware.com).

## **APPOINTMENT PROCESS**

People invited to serve the town by becoming members of its non-elected committees, boards and commissions should:

- Be people of competence, good will and sound, objective judgment
- Be drawn from a pool of applicants consisting of residents, taxpayers.
- Be truly interested in the welfare of Ware and all its residents
- Be sensitive to the long-term as well as immediate impact of their decisions and recommendations.
- Be willing and able to devote the time and energy necessary to fulfill their responsibilities.

Some committees have associate members as well as full members. The Selectmen encourage people to volunteer in the community, whether it is their first time or they are seasoned volunteers.

## **APPLICATION PROCESS**

The Selectmen and Town Manager's Office will keep applications on file of people interested in being considered for appointment. Application Forms are available on the Town's website, and at the Selectmen's and Town Manager's office. Applications are collected centrally and will be made available to the appointing authority, which varies by committee.

The Board of Selectmen, upon notice of a vacancy, shall post the opportunities to serve on a committee. Applicants should include information on the application that will make it possible to identify both interests and talents, their name, address, phone numbers, email address. Attaching a resume is requested and helpful.

The Selectmen may turn to the chairs of committees for their recommendations on filling vacancies. If interested in a specific committee, applicants are encouraged to attend the committee's meetings and introduce themselves to the Chair. All committee meetings are open to the public and are posted online, and on the first floor of the Town Hall.

The appointing authority will appoint a committee member at a scheduled meeting. New members shall be sworn in by the Town Clerk prior to participating in a committee meeting.

## **COMMITTEE ATTENDANCE POLICY (for appointed committees)**

Regular attendance at meetings is an important part of a committee member's responsibilities. Committee members shall not miss three consecutive meetings or a total of four meetings in one year without the permission of the committee chairman. The committee chairman should consult with the appointing authority to replace a member deemed to have vacated his or her position through repeated absences. The appointing authority may replace the member after holding a public meeting to which the member is invited.

Committees or boards shall have an annual election of new officers at the beginning of each fiscal year.

## **COMMITTEES AND BOARDS – RESIDENCY POLICY**

**Elected Members –** Per MGL Chapter 41, Section 109, if an elected officer or appointed officer (required to be a resident under the charter or bylaws) removes from the town, he or she shall be deemed to have vacated his or her office.

**Appointed Committee Members –** Generally, it is the requirement of the Town that residents fill appointments to committees. In instances when non-residents have particular knowledge or skills that will benefit a particular committee, the appointing authority may appoint non-residents, but a committee or board may not have more than 50% non-resident members.

## **MGL Chapter 41, Section 109: Resignation; notice; residence requirements**

Section 109. No resignation of a town or district officer shall be deemed effective unless and until such resignation is filed with the town or district clerk or such later time certain as may be specified in such resignation. Upon receipt of a resignation the clerk shall notify the remaining members, if the resignation is received from a board of two or more members, and he shall further notify the executive officers of the town or district and such notification shall include the effective date of the resignation. Unless otherwise provided by general or special law, ordinance or by-law, a person need not, in order to accept appointment to a public office in a town or district, be a resident of such town or district; provided, however, that if an appointed town or district officer is required to become a resident within a period of time specified at the time of his appointment by the board or officer making the appointment but fails to do so within the time specified, or if an elected or appointed town or district officer removes from the town or district in which he holds his office, he shall be deemed to have vacated his office.