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## FRAMINGHAM CITY COUNCIL

ORDER NO. 2019-045-001  
REQUEST OF THE APPOINTMENTS SUBCOMMITTEE

UPON THE REQUEST OF APPOINTMENTS SUBCOMMITTEE, THE CITY OF FRAMINGHAM, THROUGH THE FRAMINGHAM CITY COUNCIL, IT IS SO ORDERED:

That, after lengthy discussion, the City Council votes to override the Mayor's veto of ***Guidelines for Appointments to Boards, Committees, Commissions, Councils and Employee Positions Stipulated in Framingham's Home Rule Charter Where City Council Approval is Needed***, an Ordinance designed to clarify and streamline the appointments process. The full text of the Ordinance follows this Order.

YEAS: Cannon, Giombetti, Grove, King, Sisitsky, Steiner, Torres, Tully Stoll

NAYS: Richardson, Rossi, Shepard

ABSTAIN: None

ABSENT: All Members were present

PASSED IN COUNCIL:                      OCTOBER 1, 2019

A True Record, Attest:

10/2/19

\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
*Lisa A. Ferguson*

Lisa A. Ferguson, City Clerk

**Framingham City Council  
Voted on August 13, 2019**

**Guidelines for Appointments to Boards, Committees, Commissions,  
Councils and Employee Positions Stipulated in Framingham's Home  
Rule Charter Where City Council Approval is Needed**

**1. Intent and Purpose**

Whereas the Framingham Home Rule Charter passed by Framingham voters on April 4, 2017 does not provide sufficient guidance to assure that a strong and diverse group of potential candidates is encouraged to apply to serve the City of Framingham; this ordinance outlines steps to achieve that result.

Additionally, this Ordinance seeks to assure that no individual is discouraged from or denied application or appointment to any Board, Committee, Commission or Council based on race, color, national origin, religion, age, gender, sexual orientation, physical disability, mental disability, gender identity, gender expression, economic status or a non-listed protected category under the law. This ordinance establishes an appointments process with safeguards to prevent overt or inadvertent discrimination during the appointment process when people seek to serve our city. The disclosure portions of this ordinance regarding home addresses, and personal phone numbers and personal email addresses do not apply to people seeking employment with the City of Framingham.

**2. Definitions**

As used in this ordinance the following terms shall have the meanings indicated below.

**ADMINISTRATION**

The Mayor and/or staff or designee(s)

**ADVERTISEMENT**

A notice or announcement in a public medium or multiple mediums, publicizing board, committee, commission or council vacancies and seeking applications for the opening(s). Methods used must meet at least the minimum criteria specified in Framingham's Home Rule Charter passed on April 4, 2017 or as amended, as well as the additional methods stipulated or stated in this ordinance.

**APPLICANT**

Any individual who applies or attempts to apply to be a member of a board, committee or commission and council in Framingham's city government or an employee who must be approved by the City Council per Framingham's Home Rule Charter.

Ad Hoc Task Forces or Committees are not governed by the procedural rules set forth here; however, the anti-discrimination goals and objectives also apply to those appointments.

#### **CANDIDATE**

Any individual put forth by the Mayor or the City Council to fill a particular seat for a specified term or a term that may be served coterminous with an elected official.

### **3. Procedures**

- (a) For all appointments of the Council and all appointments of the Mayor that are subject to the review by the Council under Article II, Section 10 of the Charter, a detailed description shall be prepared by the city administration or by the City Council when a position is under their direct authority stating the purpose and responsibilities of each office, board, committee, commission and council in the City of Framingham, the number of members on each and the length of terms.
- (b) Detailed descriptions of the roles and responsibilities of board, committee or commission members shall be prepared for each board, committee, commission or council. This description shall include the expected time commitment from the volunteer. If there are particular qualifications or disqualifying factors for an applicant, these should be stated with the roles and responsibilities of the position.
- (c) When a vacancy on a Board, Committee or Commission exists, advertisements as stipulated in this ordinance must be written including the information in both sections (3a) and (3b) of this ordinance as well as the term of the appointment and how many seats are available for appointment(s) and the total number of members on said board, committee, commission or council. The advertising for said position(s) shall appear within twenty one (21) days of said vacancy occurring.
- (d) For positions subject to this ordinance, expiring in the normal June 30<sup>th</sup> cycle, all advertising should begin by April 1<sup>st</sup> and continue on a biweekly basis until a hard application deadline of May 15<sup>th</sup> at 4:00 PM. All applications shall be time and date stamped when they are received.
- (e) The advertisement in section (3c) of this ordinance must be prepared in a minimum of three different languages including English, Spanish and Portuguese.
- (f) The advertisement in section (3c) of this ordinance must be distributed broadly including but not limited to press releases in the languages listed in section (3d) of this ordinance and shall be sent to all local media outlets including print, radio, online, PEG television channels and the City's social media pages as well as any other distribution method which could help yield qualified candidates representing the