



# CITY OF FRAMINGHAM

OFFICE OF THE MAYOR

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Dr. Yvonne M. Spicer  
Mayor

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MEMORIAL BUILDING  
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Thatcher W. Kezer III  
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## Appointing City Boards, Commissions and Committees Considerations of Mayor

### **City of Framingham Home Rule Charter (page 24) Article III Section 3.b:**

*“The mayor shall appoint the members of committees, boards, commission or officers for whom no other method of appointment or selection is provided by the charter. All such committees, boards, commission or officers, with the exception of members of the board of assessors, shall be residents of Framingham. The mayor may also appoint such ad hoc committees or working groups as the mayor deems appropriate to advise the mayor on matters affecting the municipality. **The mayor shall strive to the extent practicable to seek appointees to such committees, boards, commissions and/or offices from the entire town, reflecting both demographic and geographic diversity of membership.**”*

### **Process Overview:**

1. Upon submission of application, candidates receive a number of communications from the Office of the Mayor first being acknowledgment of application.
2. The Citizen Participation Officer contacts candidates either by email or phone call. Applicants for Board of Health, Board of License Commissioners, Conservation Commission, Planning Board, South Middlesex Regional Vocational School Committee (Keefe Tech), SIFOC, Traffic Commission, and Zoning Board of Appeals are invited to a extensive interview including the Mayor, Citizen Participation Officer, and appropriate staff.
3. Criteria considered, but not limited to, by the Mayor (not listed in any particular order):
  - Board/commission/committee membership criteria and qualifications;
  - Representation of specialized knowledge;
  - Professional and personal experience;
  - Demographic diversity including: race and ethnicity, underrepresented communities, LGBTQ+ community, people with disabilities, age, gender;
  - Geographic representation;
  - Existing board composition;
  - Passion, desire, and commitment to perform public service;
  - Potential conflict of interest identified on application;
4. Upon consideration, the Mayor submits nomination(s) to the City Council for consideration.
5. Candidates nominated for appointment, as well as those not selected for appointment, are notified of the Mayor’s decision simultaneously with submission to City Council.
6. Candidates not selected for appointment receive email correspondence from the Citizen Participation Officer encouraging them to explore other opportunities.