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Approved by:	Board of Selectmen		

Town of Richmond

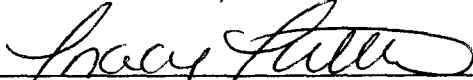
Policy: Board & Committee Pay, Conduct and Attendance Policy

The Richmond Board of Selectmen hereby adopts the following policy that pertains to pay, conduct, attendance, appointment, and dismissal of members appointed or elected to municipal boards and committees. This policy does not pertain to the Richmond School Committee.

- A. **Committee or Board Stipends:** Stipends shall be paid on a semi-annual basis, November and May, and shall be based on attendance of regularly scheduled meetings. Unexcused absences as reported by the committee or board chairperson shall be deducted proportionately from the stipend. This provision shall apply to the Board of Selectmen, Budget Committee, and Planning Board.
- B. **Attendance:** All persons appointed or elected to a board or committee shall be expected to attend regularly scheduled meetings. Excused absences reported to the board/committee chairperson prior to a regularly scheduled meeting shall be allowed. Three unexcused absences in a row may be cause for removal by the Board of Selectmen of those persons who have been appointed to fill a committee/board position. A majority vote by the board of selectmen shall be required to cause the removal of an appointed member of a board/committee.
- C. **Appointments and Dismissal:** Persons may be appointed to a board/committee by the Board of Selectmen. A request in writing to be considered for a board/committee vacancy shall be submitted to the Town Manager who shall forward the request to the appropriate chairperson for that committee's/board's recommendation. After receiving the committee/board recommendation the Town Manager will forward the request to the Board of Selectmen for action. A person appointed to a committee/board by the Board of Selectmen may be removed from that appointed position after cause for that removal has been substantiated. Lack of attendance to regularly scheduled meetings and/or unacceptable conduct shall be cause for removal. The Board of Selectmen shall grant the affected person whose removal is being considered an opportunity to discuss facts and/or present evidence in her/his defense prior to a final vote of removal.

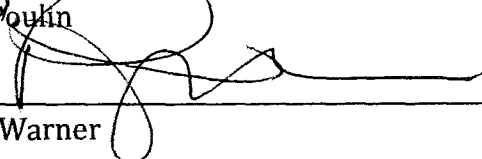

Clarence Cummins, Chairman

6-26-13
Date


Tracy Tuttle, Vice Chairman

Rose Beckwith

Gary Poulin


Peter Warner

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