



EXECUTIVE DEPARTMENT  
ROBERT W. HEALY  
City Manager

RICHARD C. ROSSI  
Deputy City Manager

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CAMBRIDGE, MASSACHUSETTS 02139  
TEL. 498-9011  
CAMBRIDGE MA.

October 28, 1987

TO: All Department Heads & Boards & Commissions  
FROM: Robert W. Healy, City Manager  
SUBJECT: Vacancies on Boards & Commissions

As a result of discussions at the October 5th City Council Meeting, the following procedure is to be followed regarding filling of vacancies or recommended reappointments to Boards and Commissions:

- (1) When a vacancy occurs, notice is to be provided to the TAB and Chronicle that a vacancy exists and that the City Manager is soliciting applicants for the position.
- (2) The Board or Commission and the City Manager's Office shall maintain a continuing file of interested candidates who express such interest, even when vacancies do not exist, and these applicants should be considered along with those who respond to the public notice.
- (3) Recommendations for reappointments at the expiration of a term should be carefully evaluated and based on attendance, contribution and whether the composition of the Board or Commission meets the criteria set forth in (4).
- (4) Every reasonable effort should be made to have not only competent people recommended, but also competent people who will provide a

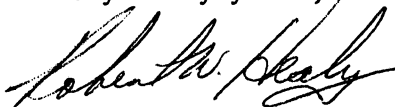
balance to the total membership of the Board taking into consideration race, gender, ethnic, geographical and philosophical balance on the particular board.

(5) There has developed a tendency for Boards and Commissions to "self-perpetuate" by sending to the City Manager only those recommendations that are sanctioned by the current group. Henceforth, any submittal of recommended appointments shall be in a number twice the number of vacancies to be filled so that the City Manager has a choice that will enhance the compliance with the issue of balance referred to in item (4).

(6) While I recognize the fact that these appointments are to voluntary and time-consuming positions, it is the sense of the City Council that a more thorough effort must be made to broadly balance the membership.

Copies of interested parties' resumes that are sent to the Board or Commission shall be copied and sent to the City Manager's Office file, and the reverse will also occur.

Very truly yours,



Robert W. Healy  
City Manager

RWH/mbf

A-128

Comm. from Robert W. Healy, City Manager regarding  
the procedure for filling vacancies on Boards &  
Commisisions.

October 28, 1987