



## Frequently Asked Questions (FAQs)

**1. Must I be a Waterville resident to serve on a City board or committee?**

*In most cases, yes, applicants need to reside in Waterville to serve on a City committee or board. In other instances, preference is given to Waterville residents but not required. To find out if there are residency requirements for a specific board/committee, visit the [Board and Committee](#) web page and click on the desired board/committee within the **Board & Committee Info & Directory**.*

**2. Can I apply for more than one Board or Committee?**

*Yes, on your [application](#) you can indicate your interest in any/all boards you wish to serve on to be considered for any vacancies that occur. Please keep in mind that you will need to attend meetings for each board you are appointed to serve on.*

**3. When do Boards and Committees meet?**

*This varies for each board and committee. To find out meeting times for a specific board/committee, visit the [Board and Committee](#) web page and click on the desired board/committee within the **Board & Committee Info & Directory**.*

**4. How long are the terms for boards and committees?**

*Term lengths vary for each board/committee. To find out a specific term length, visit the [Board and Committee](#) web page and click on the desired board/committee within the **Board & Committee Info & Directory**.*

**5. When are applications reviewed?**

*Applications are reviewed by the Mayor at the end of each calendar year. Any applications received during the year will be kept on file until that time.*

**6. What happens after the Mayor reviews applications?**

*The Mayor may schedule brief interviews with each interested applicant. Recommendations for appointments are then made to the City Council, usually at the first or second Council meetings in January.*

**7. My appointment was approved by the City Council, what now?**

*Once appointments are approved by the Council, applicants must be sworn in by the City Clerk to serve as an active member of the board/committee. You will receive notification from the Clerk's office to do this.*

**8. What if I can no longer serve on a City Board/Committee?**

*You must submit a resignation in writing (email is acceptable) to the City Clerk's office, 1 Common Street, Waterville, ME 04901; email: [pdubois@waterville-me.gov](mailto:pdubois@waterville-me.gov).*

**9. What if I am a board/committee member and I move out of Waterville?**

*Since some boards/committees have residency requirements, you will need to visit the [Board and Committee](#) web page and, within the **Board & Committee Info & Directory**, click on the board/committee you are a member of to see if you can still serve on this Board. If so, please let the City Clerk's office know of your change of address for future board notifications. If not, you must submit a resignation to the City Clerk's office (see #8 above).*

***If you have any other questions or concerns about Boards and Committees, please contact the City Clerk's office, 680-4210 or [pdubois@waterville-me.gov](mailto:pdubois@waterville-me.gov).***