

Category	Boards and Commissions Included	Materials Requested for New Appointments	New appointment: when are documents required	CAPM Procedures	Materials Requested for Re-appointment	New appointment: when are documents required	CAPM Procedures
Independent decision-making or regulatory authority	<ul style="list-style-type: none"> Board of Health (incl. Director) Affordable Housing Trust Fund Condo Review Board Conservation Commission Design Review Committee Elections Commission Historic Preservation Commission Housing Authority Board Licensing Commission Planning Board Redevelopment Authority Traffic Commission Zoning Board of Appeals Municipal Hearing Officer 	<ul style="list-style-type: none"> Resume Comm/Board Description Job Description Statement of Financial Interest Form Conviction History, inclusive of any current Probation or CWOFF Candidate (and Chair) requested to appear before CAPM committee 	72 hrs in advance of BOA meeting when item is proposed by Mayor	<ul style="list-style-type: none"> Routinely sent to committee Request Chair of Commission/Board present at CAPM meeting Committee Chair to inform BOA members of candidates for consideration 1 week in advance of CAPM meeting of which they will appear on the agenda BOA members may inform chair of specific concerns or request for exec session discussion up to 72 hours in advance of CAPM meeting In the event of concerns expressed, CAPM Chair may make the meeting a Committee of the Whole to allow any BOA member to participate 	<ul style="list-style-type: none"> Meeting Frequency During Term Attendance Record During Term Any Complaint History from HR During Term (inclusive of Code of Conduct, Sexual Harassment Policy, etc) Resume Commission/Board Job Description Statement of Financial Interest Form Any outstanding Legal complaint (resolved or unresolved) relating to service on this Board/Committee During Term Conviction History, inclusive of any current Probation or CWOFF Candidate requested to appear before CAPM committee 	72 hrs in advance of BOA meeting when item is proposed by Mayor	<ul style="list-style-type: none"> Routinely sent to committee Committee Chair to inform BOA members of candidates for consideration 1 week in advance of CAPM meeting of which they will appear on the agenda BOA members may inform chair of specific concerns or request for exec session discussion up to 72 hours in advance of CAPM meeting In the event of concerns expressed, CAPM Chair may make the meeting a Committee of the Whole to allow any BOA member to participate
Official recommendations subject to BOA approval	<ul style="list-style-type: none"> Board of Assessors Chief Assessor Community Preservation Committee 	<ul style="list-style-type: none"> Resume Commission/Board Description Job Description Statement of Financial Interest Form Conviction History, inclusive of any current Probation or CWOFF Candidate (and Chair) requested to appear before CAPM committee 	72 hrs in advance of BOA meeting when item is proposed by Mayor	<ul style="list-style-type: none"> Routinely sent to committee Request Chair of Commission/Board present at CAPM meeting Committee Chair to inform BOA members of candidates for consideration 1 week in advance of CAPM meeting of which they will appear on the agenda BOA members may inform chair of specific concerns or request for exec session discussion up to 72 hours in advance of CAPM meeting In the event of concerns expressed, CAPM Chair may make the meeting a Committee of the Whole to allow any BOA member to participate 	<ul style="list-style-type: none"> Meeting Frequency During Term Attendance Record During Term Any Complaint History from HR During Term (inclusive of Code of Conduct, Sexual Harassment Policy, etc) Resume Commission/Board Job Description Statement of Financial Interest Form Any outstanding Legal complaint (resolved or unresolved) relating to service on this Board/Committee During Term Conviction History, inclusive of any current Probation or CWOFF Candidate requested to appear before CAPM committee 	72 hrs in advance of BOA meeting when item is proposed by Mayor	<ul style="list-style-type: none"> Routinely sent to committee Committee Chair to inform BOA members of candidates for consideration 1 week in advance of CAPM meeting of which they will appear on the agenda BOA members may inform chair of specific concerns or request for exec session discussion up to 72 hours in advance of CAPM meeting In the event of concerns expressed, CAPM Chair may make the meeting a Committee of the Whole to allow any BOA member to participate
Advisory or oversight authority	<ul style="list-style-type: none"> Commission on Energy Use and Climate Change Council on Aging Ethics Commission Fair Housing Commission Human Rights Commission Library Board of Trustees Multicultural Affairs Commission Veterans Commission on Monuments, Memorials and Dedications Women's Commission 	<ul style="list-style-type: none"> Resume Commission/Board Job Description Candidate (and Chair) requested to appear before CAPM committee 	72 hrs in advance of BOA meeting when item is proposed by Mayor	<ul style="list-style-type: none"> Routinely sent to committee Chair of Commission/Board invited to CAPM meeting 	<ul style="list-style-type: none"> Meeting Frequency During Term Attendance Record During Term Positions served on Commission Initiatives Pursued or Completed Any Complaint History from HR During Term (inclusive of Code of Conduct, Sexual Harassment Policy, etc) Resume Commission/Board Job Description Candidate requested to appear before CAPM committee 	72 hrs in advance of BOA meeting when item is proposed by Mayor	<ul style="list-style-type: none"> Only sent to committee if Chair (or other alderman) has questions or concerns Routinely approved at initial BOA mtg
Department Heads, Asst Dep Heads, Misc. Individual Positions	<ul style="list-style-type: none"> Includes all appointed department heads, assistant department heads, and superintendents Treasurer/Collector of Taxes City Engineer Elections Commissioner City Solicitor Purchasing Agent Clerk Constable Animal Control Officer Sworn Weigher Any other mayoral appointed city employee not covered by another category listed 	<ul style="list-style-type: none"> Resume Job Description Statement of Financial Interest Form Conviction History, inclusive of any current Probation or CWOFF Candidate requested to appear before CAPM 	72 hrs in advance of BOA meeting when item is proposed by Mayor	<ul style="list-style-type: none"> Routinely sent to committee Request administration representative present at CAPM meeting Committee Chair to inform BOA members of candidates for consideration 1 week in advance of CAPM meeting of which they will appear on the agenda BOA members may inform chair of specific concerns or request for exec session discussion up to 72 hours in advance of CAPM meeting In the event of concerns expressed, CAPM Chair may make the meeting a Committee of the Whole to allow any BOA member to participate 	<ul style="list-style-type: none"> HR complaints filed against candidate (inclusive of Code of Conduct, Sexual Harassment Policy, etc) HR complaints filed against any of candidate's direct or indirect reports Resume Job Description Statement of Financial Interest Form Any outstanding Legal complaints (resolved or unresolved) Conviction History, inclusive of any current Probation or CWOFF Candidate requested to appear before CAPM committee 	72 hrs in advance of BOA meeting when item is proposed by Mayor	<ul style="list-style-type: none"> Routinely sent to committee Committee Chair to inform BOA members of candidates for consideration 1 week in advance of CAPM meeting of which they will appear on the agenda BOA members may inform chair of specific concerns or request for exec session discussion up to 72 hours in advance of CAPM meeting In the event of concerns expressed, CAPM Chair may make the meeting a Committee of the Whole to allow any BOA member to participate
Public Safety	Police or Fire Promotions (Sgt/Lt/Cpt)	<ul style="list-style-type: none"> Professional Standards Folder Any Complaint History from HR During Term (inclusive of Code of Conduct, Sexual Harassment Policy Etc) Resume Commission/Board Job Description Candidate requested to appear before CAPM committee 	<ul style="list-style-type: none"> For open public records: 72 hours before item presented to BOA For records appropriate for executive session: 72 hours before CAPM meeting, for private review under law dept supervision 	<ul style="list-style-type: none"> Routinely sent to committee Request Chief and HR Director present at CAPM meeting Committee Chair to inform BOA members of candidates for consideration 1 week in advance of CAPM meeting of which they will appear on the agenda BOA members may inform chair of specific concerns or request for exec session discussion up to 72 hours in advance of CAPM meeting In the event of concerns expressed, CAPM Chair may make the meeting a Committee of the Whole to allow any BOA member to participate 			
	Police or Fire Promotions (Chief/Dpty Chief)	<ul style="list-style-type: none"> For Chief or Dpty Chief: All of the above items Summary of HR complaint history against direct reports 					
	Police or Fire New Hires (including Special Police)	<ul style="list-style-type: none"> Resume Job Description Criminal and Background Check Results Application Packet Materials Candidate requested to appear before CAPM committee Any applicable Civil Service Hiring List HR Director and Dept Head (Chief) requested to appear before CAPM From HR Director: Justification for Bypass of Candidates appearing above this one on any relevant Civil Service List <p>FOR FIRE RESERVE APPT to DEPT: Review of updated background check material since appt to reserve list</p>	<ul style="list-style-type: none"> For open public records: 72 hours before item presented to BOA For records appropriate for executive session: 72 hours before CAPM meeting, for private review under law dept supervision For all candidates: that they be submitted to the BOA for review prior to any medical review by the administration 	<ul style="list-style-type: none"> Routinely sent to committee Request Chief and HR Director present at CAPM meeting Committee Chair to inform BOA members of candidates for consideration 1 week in advance of CAPM meeting of which they will appear on the agenda BOA members may inform chair of specific concerns or request for exec session discussion up to 72 hours in advance of CAPM meeting In the event of concerns expressed, CAPM Chair may make the meeting a Committee of the Whole to allow any BOA member to participate 			