

Adopted

8/18/08

Town of Monkton

Policy for advertising vacancies and making appointments to
Boards and Commissions

The Select Board is responsible for making representative, qualified appointments to certain Boards and Commissions, and on occasion, to fill other vacancies. The appointment procedure has as a goal the fullest possible involvement of the public in an open and representative process.. The Board will follow the following procedure for appointments:

- 1- A vacancy must exist. A resignation should be received in writing, or a term must have expired, or a new position must have been created.
- 2- Notice of the available vacancy must be published in the Newspaper of record for the Town, The Addison Independent, posted on the Town web site and at the Town Hall. The applicant must submit a letter of interest to the Select Board or appear before the Board. An incumbent appointee whose term is expiring must also comply with the same application process.. The Board may invite applicants for interviews.
- 3- Selection of an applicant is at the discretion of the Select Board. In the case of a Board or Commission, an effort shall be made to achieve a balance of views that is representative of the Community. The Select Board will also consider the qualifications of an applicant, level of interest, and potential conflict of interest as they pertain to the duties of the appointment under consideration.

- 4- All applicants will be notified of the Board decision. The Board will maintain a file with a record of applicants for possible future reference.
- 5- Waiver of any of the above requirements may be made only by motion, citing reasons in the motion, and passed unanimously by the Select Board. If such a vote is cast, a nominee may be proposed to fill the position.
- 6- Exception: VSA Statutes require that certain posts be filled at the first meeting following Town Meeting also known as the "organizational meeting". These posts (weigher of coal, fence viewer, etc.) should be filled even when all of the previous requirements for appointment have not been met.
- 7- Emergency or interim appointments do not fall under this policy.

By *H. A. Perrill*
Peter Morris Sr.
Arnie Gays

Monkton Select Board

Date *8/11/08*