



Appointee Process:

1. Council members should ask current appointees if they would like to serve for another term. Current elected officials and reappointments are exempt from submitting another resume portion but should fill out the application if information or desires to help other boards change.
2. Announce/post the vacancy via the website, letters, etc., and ask interested persons to submit the required application, letter of intent, and resume to the TC president, and each town council member. Each member may determine how they handle their portion of the consideration. Each Councilmember should take appropriate time and attention to every candidate.
3. The candidate should fill out the attached information along with a minimum of a resume and letter of intent stating why the applicant wants to serve.
4. Following the research each council member individually lists all the candidates who are acceptable and meet the qualifications for the applied board.
5. Following discussion, each town council member lists choices for the appointment. Each town council member publicly announces and recorded in the minutes of the meeting.
6. The town council president (if presidential appointment) appoints the most qualified candidates, or (if council appointment) the council recommends and votes for the most qualified candidates.
7. All other candidates receive a letter thanking them for their interest.

Adapted 1/21/2020