

### **Appointment Policy**

This policy is adopted to provide uniform procedures for inviting applications to serve on appointed town boards and citizen committees, for making appointments, and for tracking the terms of those appointments.

The Town Board makes several appointments each year. Appointments are generally made for one, three or seven years in length. In no case shall appointments be made for more than seven years unless specifically allowed by State Law. Appointments are generally made effective January 1st of each year for terms expiring on December 31st, and the Board's vote shall specify the beginning and ending date of the term for which the appointment is being made, and said dates shall be recorded in the meeting minutes. In the case of appointments, a second to the nomination or motion will be required prior to Board action.

In the event of a vacancy on a board or committee appointed by the Town Board, including the Planning Board pursuant to (Town Law §63), the Town Board shall fill said vacancy for the remainder of its unexpired term, unless a different term expiration date is required to ensure overlapping terms so arranged that the term of at least one regular member shall expire each year. In order to attract qualified and interested persons, ***vacancies will be made public as far in advance of appointment as practicable. Vacancies shall be advertised in the local paper. Notice of vacancies on town boards and committees appointed by the Town Board shall be posted on the Town website, the bulletin board outside the Town Hall, and the local newspaper for at least thirty (30) days prior to appointments being made by the Town Board.***

Appointments should be based on experience, merit and qualifications.

Applicants will be required to submit a letter of interest to the relevant nominating committee in-person, by post or e-mail.



The Town Clerk shall:

A. Provide to the Board prior to the December Town Board meeting a list of the annual appointment vacancies to be filled by the Board; and notify the Board throughout the year as town planning board and committee vacancies occur.

B. Notify the Chairman of the appropriate board or committee and request recommendations regarding reappointment or the filling of vacancies.

C. Notify incumbents and request their statements of availability regarding reappointment.

***D. Cause notices of all vacancies on town boards appointed by the Town Council to be posted on the Town website, the bulletin board at the Town Hall, and the local newspaper for a period of at least thirty (30) days.***

***E. After thirty (30) days has elapsed following the posting of a notice of vacancy on a town board, present the Town Board with all applications received for said vacancy at its next regularly scheduled meeting thereafter.***

The Town Board shall meet with potential new appointees at an Open Meeting before making a final decision on the appointment. Appointments will normally be made only when all members of the Board are present. Appointments shall be made by a majority vote of the Town Board.

## **Appointment Procedure**

Persons seeking appointment to a board appointed by the Town Board shall complete an application form and file it with the Town Clerk. The requirement for a completed application shall not apply to appointees who are representing town boards and departments as their designees. Once the decision is made to appoint a member to a Town board or committee, the Appointing Authority shall be responsible to:

1. File a completed "Notice of Appointment" form with the Town Clerk for each appointment made to a Town board.
2. Notify the appointee of his/her appointment, either in writing, in person, by telephone, or by e-mail; and to inform him/her of the need first to be sworn to the faithful performance of their duties within thirty (30) days of appointment, before he/she may sit as a member or alternate member of a Town board.

If an Appointee accepts the offer to participate on a Town board or committee, the appointee must:

1. Appear at the office of the Town Clerk as soon as practicable after receiving notification of appointment to a Town board; sign the "Notice of Appointment" accepting such appointment; and be sworn to the faithful performance of his/her duties.
2. Accept the appointment within thirty (30) days of the date the appointment was made or forfeit the appointment and have the appointing authority consider the appointment to be vacant as of that time.
3. Continue to serve until his/her successor is chosen and qualified by the Appointing Authority.
4. Notify the Town Supervisor, the board's chairman and the Town Clerk, and file a written letter of resignation to the Town Clerk pursuant to (Town Law §63) in the event the Appointee is no longer able to serve during any appoint during their term of office.

The Town Clerk shall:

1. Maintain a file of all notices of appointment as a public record available for inspection.
2. Maintain, publish, and periodically update a roster of the membership of all Town boards, including the following information for each board member: (a) name; (b) voting address; (c) mailing address, if different; (d) home telephone number; and (e) date of term expiration.
3. Notify the appointing authority in writing if the appointee has not been sworn to his/her official duties by thirty (30) days following the filing of the Notice of Appointment.
4. Notify the appointing authority in writing in the event the employee or appointee submits a written resignation.
5. Notify the appointing authority in writing of the scheduled expiration of any term of office for a Town board position to be filled by such appointing authority, such notice to be given at least thirty (30) days prior to the scheduled date of such term's expiration.