



APPOINTMENT POLICY

Amended 1/12/16

SECTION I: SCOPE:

This Policy serves to provide procedures for the acceptance of names, interview process, selection, and appointment of citizens interested in serving on Boards and Committees which are appointed by the Town Council. This Policy is in place to assist the Town Council in making informed choices for Boards/Committees.

SECTION II: GENERAL:

- A. **RESIDENCY:** No person shall be eligible to apply for board/committee seats unless he/she is a property owner or resident of the Town, with the exception of the Business Owner's Advisory Committee and the ABC Board. Ex Officio members are exempt from the residency requirement.
- B. **PUBLIC NOTICE OF OPENINGS:** There will be a public notice of board/committee seats which are being appointed posted in at least two (2) public places, and inserted in the local newspaper before April 1st (Boards & Committees) of each year. This notice will include both vacant and expiring positions.
- C. **SUBMISSION OF CANDIDACY IN WRITING:** Interested citizens must submit their candidacy by filing a Committee Appointment Application with the Town Clerk no later than May 1st (Boards & Committees) in order to be considered. The application is available at the Town Clerk's Office or at www.indiantrail.org. Current members seeking reappointment and Alternates who desire to be appointed as regular members must also apply in writing.
- D. **DATE OF APPOINTMENT:** Appointments will be made at a Council meeting before July 1st for Boards & Committees.
- E. **RE-ADVERTISING:** If all positions are not filled at that time, the Town Clerk may re-advertise for citizens to fill the empty positions.
- F. **EMPTY POSITIONS:** If empty positions still remain, these positions may be filled by the Town Council at any time during the year, following the procedures as outlined in A - C above. The time frames shall allow for a minimum of two weeks posting for filing.
- G. **UNEXPIRED TERMS:** If the Board/Committee intends to make appointments to fill unexpired terms, created by vacancies, as expeditiously as possible. The

Board/Committee recognizes that the urgency of filling such vacancies may vary depending upon the circumstances of the vacancy. The Board/Committee shall make every effort to make appointments during the month for which they are due. In an effort to expedite the filling of an early vacated seat, the Town Council may consider any applications currently on-file at the Clerk's Office for appointment without following procedure A - C above only after announcing the vacancies at a Council meeting and advertising said vacancies on the Town Website not less than a two week period.

- H. **PROMOTION OF ALTERNATE MEMBERS:** Alternate members are appointed to Boards/Committees to serve if a regular member is unable to take his/her seat. Alternate positions are an excellent method of allowing a citizen to become familiar with the requirements of the Board/Committee, and to gauge his/her ability to assume regular membership. It also gives the Town Council an opportunity to assess the citizen's qualifications to serve as a regular member. Whenever feasible, **if an Alternate has been seated for at least twelve (12) months, and if the Board/Committee Chair recommends that an Alternate be promoted to a full position, the Council shall make this appointment. (revised 6-24-2014)**
- I. **LIMITATION:** It is Council's goal to engage as many citizens as possible. If any one person could serve on every Board/Committee it would limit the opportunity for other citizens to serve. Therefore, no one person shall be appointed to serve on more than two (2) Boards and/or Committees at the same time (i.e. a citizen may only serve on one Board and one Committee at one time; or on two Boards at one time; or on two Committees at one time). The only exception to this is that because the Planning Board's membership also sites as the Tree Advisory Board (per ordinance) these members may be appointed to one additional Board or Committee if properly applied for and appointed by Council as prescribed herein. (revised 12-08-2015/1-12-2016)

SECTION III : APPOINTMENT PROCEDUR E:

- A. **BOARD MEMBER APPOINTMENT (Planning Board, Board of Adjustment and ABC Board):**
1. All applicants interested in serving on a Board will need to have the recommendation or non-recommendation from the Board Chair upon their review of applicant's information. It is also recommended that they attend at least one Committee meeting before being considered by the Town Council.
 2. New Board applicants shall be interviewed by the Town Council. Reapplying members will only be interviewed upon request of Town Council.
- B. **COMMITTEE MEMBER APPOINTMENT:**
3. Any citizen interested in serving on a Committee must be interviewed by the Committee Chair and/or the Staff Liaison the first time he/she applies for the Committee. It is also recommended that they attend at least one Committee meeting before being considered by the Town Council. **(revised 6-24-2014)**
 4. The application will be submitted to the Town Council for review. The Town Council will be provided contact information for the applicant. The Town

Council members may contact the applicant if they have any questions for the applicant. The applicant's application will be placed on the agenda for appointment.

5. Once placed on the agenda, the applicant will need to be nominated by a member of Town Council for consideration and a recorded vote will be taken for each nomination.

C. FACTORS FOR CONSIDERATION:

1. **CURRENT MEMBERS** - It is expected that regular members who are performing satisfactorily be reappointed. In determining performance, the Chair and Staff Liaison may consider the following, both for regular members seeking reappointment and alternates seeking regular appointment:

- a. Attendance: It is expected that the members understand the commitment required and attend meetings. Members which have more than three (3) unexcused absences should not be considered for reappointment. Members which have more than 20% or six (6) excused absences (whichever is less) should not be considered for reappointment as regular members. Extenuating circumstances may be considered.
- b. Effort: Members who have not become knowledgeable about their duties, or who have failed to comply with State law or Town ordinances should not be considered for reappointment.
- c. Attitude: While differences of opinion are anticipated and encouraged, and members must be allowed full voice, members are expected to be civil, and observe recognized rules of order and procedures. Members who are quarrelsome, disruptive, use their authority inappropriately, either on the Committee, or with other Town officials should not be considered for reappointment.

2. **NEW MEMBERS** - Criteria Considered

- a. Service on other Board/Committee: Candidates who have served on other Committees and performed well.
- b. Background: Education, experience, business, professional, or occupation which qualifies him/her for serving on the Committee.
- c. Commitment: Effort should be taken to verify that the candidate is aware of the time commitment and any other factors in the appointment.
- d. Potential Conflict of Interest: Candidates should be queried concerning possible conflicts between the appointment sought and business or other possible conflicts.

D. NOTIFICATION OF ACCEPTED MEMBERS: Candidates who have been

appointed should be notified by the Town Clerk within two business days.

- E. NOTIFICATION OF REJECTED MEMBERS/CITIZENS: Candidates who have been rejected should be notified in writing within two business days by the Town Clerk.
- F. SWEARING IN: Candidates who have been appointed must be sworn in by a Notary Public at the next scheduled Board/Committee meeting.

SECTION IV: AMENDMENT PROCEDURE:

This Policy may, from time to time, be amended by a majority vote of the Town Council at a regularly scheduled Council meeting.

SECTION V: EFFECTIVE DATE:

This Policy shall take effect immediately following a majority vote of the Town Council at a regularly scheduled Council meeting.