

**Rule 31. Appointments; Committees and Boards**

(A) General. All volunteer boards and commissions shall be governed by this rule and such other requirements as are established by law. The Board of Commissioners may, by majority vote, waive, vary, or otherwise modify the process established in this rule.

(B) Purpose. The purpose of this rule is to develop a preferred process for the Board of Commissioners to follow when making appointments to volunteer boards and commissions and to ensure that all volunteer boards and commissions operate under the same process. This written process will clearly outline and show citizens the process the Board of Commissioners uses for board appointments.

(C) Appointment Terms.

(1) Unless otherwise provided by law, all terms of office where terms of office are determined by the Board of Commissioners, shall be two years.

(2) The term of office of the chair of each board shall be one (1) year.

(3) No person shall serve on more than one (1) board at the same time.

(D) Nominating Committee. The Board of Commissioners will form a standing "Nominating Committee" to review applications to volunteer boards and commissions. This committee will be comprised of two commissioners, appointed by the Mayor. The town clerk will serve as staff representative to the Nominating Committee.

(E) Application Procedure.

(1) Recruitment. During recruitment, applicants will be sought from all segments of the community, representing various interests and groups.

(2) Application. In order to be eligible for appointment to a board or commission and continue to serve, a person must be an adult permanently residing inside town limits and file an application on a form provided by the town clerk.

(3) Publication-posting. The town clerk shall advertise on the town website vacancies on boards/commissions as they come open.

(4) The town will accept applications as vacancies come open.

(F) Selection.

(1) At the conclusion of the recruitment period the town clerk will provide a list of the applicants to the Board of Commissioners' Nominating Committee along with all of the applications for their consideration.

- (2) The Nominating Committee will review applications to ensure that the applicants are eligible to serve on each board/commission for which the applicant has expressed interest.
- (3) The Nominating Committee will forward a recommended list of appointments along with comments to the Board of Commissioners for their review prior to placement on the agenda for consideration.
- (4) Once placed on the agenda, the Board of Commissioners will vote on each nominee, in order of nomination, until a nominee receives a majority vote from the board for selection. The nominee receiving the highest number of votes shall be appointed.
- (5) The Board of Commissioners may vote on the list of appointments as submitted by the Nominating Committee, but upon request of any board member, may nominate additional applicants. However, the Board will only consider citizens for which there is a current application on file.

(G) Unexpired Terms. The board intends to make appointments to fill unexpired portions of terms created by vacancies as expeditiously as needed. Further, the board recognizes that the urgency of filling such vacancies may vary depending upon the circumstances of the vacancy.

(H) Removal. All members of all boards and commissions shall, unless in conflict with State statutes, serve at the pleasure of the Board of Commissioners, regardless of the terms for which they were appointed. The Board of Commissioners may in its discretion at any time remove any members of any board or commission when it is determined to be in the best interest of the Town, such as inefficiency, neglect of duty, or malfeasance in office.

(I) Resignations. If a member of a volunteer board or commission concludes that he or she will have difficulty fulfilling their volunteer commitment, the member may in his or her discretion voluntarily resign from the board or commission. Notice should be communicated in writing by letter or e-mail to the town clerk.

(J) Attendance Requirement. Any member of a volunteer board or commission who is absent for three regular committee meetings during any one calendar year period shall be removed from said board. The chair of each board shall notify the Board of Commissioners of any member who is absent for three regular meetings during a calendar year. Members not meeting this attendance requirement shall be removed by action of the Board of Commissioners and replaced by another interested individual.

(K) Media Policy. Members of boards, committees, and commissions are not authorized to speak to any media outlet on behalf of, the board, committee, or commission without prior approval of the Board of Commissioners. Board, committee, and commission members shall not disclose any information made confidential by law which they are provided pursuant to their service as a member of board, committee, or commission. Nothing in this policy is intended to prevent any individual from speaking out as a citizen regarding matters of public concern.