

Policy on Filling Vacancies on Boards & Committees and of Appointed Officers & Delegates
TOWN OF BRANDON, VERMONT

When a vacancy occurs in an office, board, or commission to which the selectboard is the appointing authority:

- 1 The board will announce the vacancy at the first regular selectboard meeting following notification of the vacancy, and request letters of interest from those wishing to serve
- 2 The town manager or designee will post the vacancy in the town clerk's office, the two bulletin boards, and Front Porch Forum; the town manager may also post in the newspaper of record
- 3 Letters of interest will be due to the town manager by 9AM on the Friday before the second regular board meeting after the board's announcement of the vacancy (one regular board meeting having occurred in-between) for inclusion in the board packet
- 4 The board will determine whether interviews are required
- 5 The board will make an appointment not earlier than the second regular board meeting after the announcement of the vacancy
- 6 The board may choose to make an interim appointment at any time
- 7 The board may choose to make no appointment and leave the position vacant.

ADOPTED:

Steve M. Hopkins
D. A. B...
Timothy A. Guile
[Signature]
[Signature]

Signatures

22 Feb 2021

Date

A true record made this *26* day of
February 2021, A.D. at *2:23 pm*
Attest: *[Signature]* Brandon Town Clerk