

**Town of Starksboro
Policy for Appointments to Boards and Commissions**

The Selectboard is responsible for making representative, qualified appointments to certain Boards and Commissions, and on occasion, to fill other vacancies. The appointment procedure has as a goal the fullest possible involvement of the public in an open and representative process. The conscientious deliberation of the Selectboard is necessary. The Selectboard will use the following procedure for appointments.

1. A vacancy must exist, either through resignation, expiration of a term, or the creation of a new position.
2. Notice of the available position must be published and posted. At a minimum, the Selectboard will post notices at the town office, on the Front Porch Forum and in the Gazette.
3. The applicant must express interest in writing to the Selectboard, or verbally at a meeting of the board. An incumbent appointee whose term is expiring must be notified prior to the term expiration, and must express interest in reappointment either in writing or at a meeting of the Selectboard. Applicants may be invited for an interview. It is recommended (but not required) that all applicants be interviewed by the Selectboard before appointments are made.
4. Appointments are made at the discretion of the Selectboard. In selecting candidates for appointment, the board may consider several factors, including applicant qualifications, interest level, potential conflicts of interest, and any other pertinent information. In the case of a Board or Commission appointment, an effort will be made to achieve a balance of views that is representative of the community.
5. All applicants will be informed in writing of the Board decision and thanked for their interest. The Board will maintain a record of applicants to consider for future positions.
6. Waiver of the above requirements may be made only by motion, citing reasons in the motion, and passed by the Selectboard. If such a vote passes, a nominee may be proposed to fill the position.
7. Exceptions:
 - Vermont statutes require that certain posts be filled at the first Selectboard meeting following Town Meeting (the "organizational meeting"). These posts (weigher of coal, fence viewers, etc) are to be filled even if the above requirements have not been met.
 - Emergency and interim appointments may be made even if the above requirements have not been met.

Policy Adopted By: *[Signature]* *Peter March* *[Signature]*
Date: *April 5, 2010*