

## POLICY FOR SELECTBOARD APPOINTMENTS

Town of Leyden

Approved 10-3-2022

Annually the Selectboard is responsible for appointing any individual representatives, committees, commissions, councils, or other bodies that serve the Town of Leyden and are authorized by State statute, town meeting vote or established by the Selectboard. Appointment terms begin on July 1 of the year in which the persons are appointed. Terms are designated for those that serve when the individual representatives, committees, commissions, councils, or other bodies are established.

In past years when a member's term ends, unless that member indicated otherwise, the member has been re-appointed for another term. Only vacancies were notified to the public prior to Selectboard appointments. In order to facilitate timely appointments and to provide greater public notice regarding appointments, the following procedures will be enacted:

1. A form (Leyden Appointment Interest Form) will be posted permanently on the town website for individuals who are interested in serving as a representative, or on a committee, commission, council, or other body. The form will be sent to the municipal assistant and a file of interested individuals will be kept for use by the Selectboard in considering appointments.
2. Annually in March all appointees who have terms that will expire on June 30<sup>th</sup> of that year will be notified by the municipal assistant to indicate their interest in continued service. Responses must be received within 30 days of notice. A list of open seats will be compiled based on the responses received.
3. For all open seats the file of individuals who have previously indicated interest in serving will be consulted and contacted to determine their willingness and ability to serve.
4. Remaining open seats for appointment will be published on the town website and submitted to Leyden Life with a request that individuals submit an Appointment Interest Form prior to June 1 of each year.
5. As needed, the Selectboard will interview those interested and/or consult with standing chairs of the appropriate committee, commission, council, or other body.
6. Appointments will be made by the Selectboard prior to the Annual Town Meeting each year.
7. If a member resigns as an appointed representative or member of a committee, commission, council, or other body prior to the end of their term, the Selectboard will review the Appointment Interest file, consult with the committee chair, and publish that there is an open seat on the town website and in Leyden Life. Appointments will be made as soon as possible to fill the remaining term of the vacated seat.
8. Appointed individuals will receive an appointment letter indicating that they must be sworn in by the Town Clerk, complete the ethics training and Open Meeting Law guidance, and submit certificates of completion.