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## Committee, Commission, Board Appointment Policy

**Article 1: Authority.** This policy shall be known as the Town of Putney Appointment Policy and shall apply to all non-employee appointments made by the Selectboard. It has been adopted by the Town of Putney Selectboard pursuant to 24 V.S.A § 872. Any previous adopted appointment policy will be null and void.

The Selectboard reserves the right to amend any of the provisions of this policy for any reason at any time, with or without notice.

**Article 2: Purpose.** It is the intent of this policy to guide the Selectboard in identifying, vetting, and selecting members to serve on its various committees, commissions, and boards and to supporting qualified community members in joining committees, commissions, and boards. Those serving shall be referred to as “members”.

**Article 3: Applying to Serve.** Community members interested in serving on a committee, commission or board shall follow this procedure:

- A. Applicants shall familiarize themselves with the charge and mission of the committee, commission, or board that they are interested in joining. It is suggested prospective members review the Town of Putney website for information pertaining to the committee, commission, or board, reach out to the chair of the group, and/or attend a committee, commission, or board meeting.
- B. Applicants shall understand that as a member they will be held to a Code of Ethical Conduct, including Vermont's Open Meeting Law, the Public Records Act, and all applicable town policies.
- C. A prospective member shall communicate their interest to the Selectboard in writing\*, stating how their participation will further the mission of the committee, commission, or board. A letter of interest shall be submitted to the Town Manager in time to be added to the selectboard agenda. (\*If an applicant wishes to apply to serve using a non-written format, please talk with the Town Manager to make alternative arrangements).
- D. Prospective members are encouraged to attend the selectboard meeting at which their application to serve is being considered so they can answer questions the selectboard might have and be welcomed onto their committee, commission, or board if their appointment is approved.

**Article 4: Making Appointments.** The Selectboard will consider the following when making appointments:

- A. The applicant's ability to further the mission of the specific committee, commission, or board.

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- B. The applicant's willingness to act in the best interests of the Town.
  - C. The applicant's willingness to familiarize themselves with and apply the laws, regulations, ordinances, and procedures applicable to their charge.
  - D. Any potential conflicts of interest for the applicant and the applicant's willingness to recuse themselves when such conflicts arise.
  - E. The diversity that an applicant might add to the committee, commission, or board (including but not limited to diversity related to race, culture, gender identity, economic class, Putney neighborhood, length of time living in Putney).
  - F. The Selectboard may solicit feedback from current members of a committee, commission, or board before appointing a new member to that committee, commission, or board.

**Article 5: Joining a Committee, Commission, or Board.** Once the selectboard makes an appointment to a committee, commission, or board:

- A. The Town Manager will communicate with the Chairperson about the appointment.
- B. The Chairperson shall orient the new member to the duties and responsibilities of membership and the general charge and rules of procedure of the body.
- C. New members shall educate themselves on applicable State Statutes regarding Open Meeting Law, Ethical Conduct & Conflict of Interest Policy, and the Public Records Act, as well as the committee's Rules of Procedure for conduct during meetings. Existing committee members shall help guide new members. The Town shall provide training resources from VLCT when available.

**Article 6: Re-appointment and Filling Vacancies.**

- A. Members of committees, commissions & boards shall be appointed annually for a one-year term beginning and ending on or around Town Meeting Day, unless superseded by state statute.
- B. The Town Manager's office shall compile a list of vacant positions during the first week of February. Vacancies shall be posted on the town website and Facebook.
- C. Members whose terms are expiring will be notified by the Town Manager. If they are interested in reappointment for another term, they shall inform the Town Manager's office in writing.

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- D. At the annual re-organizational meeting of the Selectboard in March, or soon thereafter, all members up for re-appointment shall be presented to the Selectboard as a slate. Unless there are objections, the Selectboard shall re-appoint the slate by majority vote.
  - E. Vacancies at other times of the year shall be filled as they occur.
  - F. The Town shall actively communicate open positions and encourage the public to volunteer.

**Article 7: Resignations.**

- A. Members may resign in writing at any time if they feel they cannot perform their duties.

**Article 8: Removal of Members.**

- A. While the Selectboard can remove members for no cause and with no explanation, the Board will strive to provide reasons for removal.
- B. At a warned public meeting the member shall be removed by majority vote of the total membership of the Selectboard, except where superseded by Statute (for example, Planning Commission members may be removed only by unanimous vote of the Selectboard).

**Article 9: Exceptions.**


- A. There are some positions Planning Commission and/or Development Review Board appointed by the Selectboard that may require additional steps.
- B. Elected positions such as Listers, Cemetery Commissioners, and Selectboard may have statutory requirements that supersede this procedure.

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**Article 10. Effective Date.** This policy shall become effective immediately upon its adoption by the Town of Putney Selectboard.

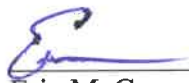
Adopted by the Putney Selectboard on this 20<sup>th</sup> day of September, 2023.

Selectboard:

  
\_\_\_\_\_  
Aileen Chute, Chair

  
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Peg Alden, Vice Chair

  
\_\_\_\_\_  
Charles Raubicheck, Clerk

  
\_\_\_\_\_  
Eric McGowan, Member

  
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Nate Snell, Member

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