

## **Town Council Policy Governing Filling of Vacancies on Boards and Commissions**

### **I. Definitions:**

The following words and phrases are defined herein, as indicated below. Other words and phrases within this policy are defined by legal authority or shall operate by their natural meaning.

“Appointive Board and Commissions” means board and commission within the Town of Clinton whereby membership initially commences by way of appointment, regardless of how membership vacancies are to be filled by the Charter or other governing law.

“Elected Offices” means offices, including boards and commissions within the Town of Clinton whereby membership initially commences by way of election, regardless of how membership vacancies are prescribed to be filled by the Charter or other governing law.

### **II. Policy regarding Vacancies on Appointive Boards and Commissions**

The process to fill vacancies that occur on Appointive Board and Commissions that are filled by the Town Council are partially described in the Town of Clinton Charter. See Section 2-3 (minority representation), and 7-2C & 7-2D (limitations on the number of boards one can serve on).

The policy is meant to more fully describe the appointment process that will be used by the Town Council that are not described in the Charter.

1. Section 7-2B of the Charter requires the Town Council to fill vacancies to Appointive Board and Commissions within 60 days.
2. Resignations are to be filed with the Town Clerk.
3. The Town Clerk will acknowledge the resignation by forwarding the resignation by email to the Chairs of the respective political parties (Democrat, Green, Republican) alerting them to the vacancy. A notice of vacancy will also be posted on the Town's website and Facebook page to alert other resident electors (unaffiliated, Independents, unendorsed major party candidates, etc...) of such a vacancy.
4. The Town Council shall take no action to fill the vacancies until 14 days have passed since the resignation was distributed by the Town Clerk.
5. During the 14-day period, the names of potential candidates should be advanced from political parties. The names of interested residents that are electors (unaffiliated, Independents, unendorsed major party candidates, etc...) should be submitted through the Town's website.
6. After the conclusion of the initial 14-day period, the Town Council will be provided with the political party supplied background information as well as the application information collected through the Town's website for other interested individuals (unaffiliated, Independents, unendorsed major party candidates, etc...), that are on file at the time.
7. The Town Council shall conduct interviews of candidates in advance of making an appointment at the future Town Council Meeting.

8. Appointments shall be placed on the next Town Council agenda for action after the interview process is completed and before the 60-day appointment process required by the Town Charter.

### **III. Policy Regarding Elected Offices**

Town Council appointments to Elected Offices are described in in Section 3-2 of the Town Charter. Specifically,

1. Town Council shall fill, by appointment, a vacancy in any and all elective Town offices, including the Board of Education, within 30 days from filing of the vacancy.
2. The appointment shall be for the balance of the unexpired portion of the term.
3. Where the party vacating an office was elected as a member of a political party, such vacancy shall be filled by appointment of a member of the same political party. If that is the case, i.e., If such vacancy must be filled by the same political party, the Town Committee for the applicable political party pertaining to the vacancy shall advance the name of one candidate for said vacancy to the Town Council for appointment, if appropriate, within the time limitations prescribed by law. The Town Council shall vote on and appoint said individual if sufficient votes are achieved.

Town Council Adopted: January 22, 2025

