

Policy regarding recruitment, appointment, removal of town advisory board members

The designated staff support person for any town advisory board will generally be responsible for overseeing recruitment, appointment, and orientation of the members of the board they support.

Recruitment may be done through website advertising and notices, public advertising, membership committees or active boards and commissions, and other sources.

Applicants must submit a standardized application form through the town's website. Volunteers referred to the town from Orange County will be asked to complete the town's application for consistency.

Applicants must attend at least one meeting of the advisory board they are interested in before being considered. Generally, this meeting shall be within 4 months of consideration.

Recruitment or filling a vacancy should begin 60 days before the vacancy comes open to limit the time any board is without a full membership.

- If the staff person does not have at least one applicant waiting for a pending vacancy, they shall begin a recruiting process.
- The staff person should contact any applicants on file for one year or less to gauge their continued interest, encourage them to attend a board meeting, and update their application.
- When there is a pool of 2 or more applicants for any vacancy, the staff person shall review the applicants on file and apply the following criteria to narrow the field:
 - Diversity (including location of residence and demographics – the town strives for its pool of volunteers to closely reflect the population of the community)
 - New volunteer (i.e. priority will be given to volunteers who have not served on the same or other boards in the last 3 years)
 - Demonstrated interest or training in board subject matter (this standard will NOT apply to Planning Board & BOA volunteers as those boards are intended to reflect the general population of the community)
- If the screening process generates a pool of 2 or more applicants for any vacancy, the staff person shall arrange an interview with the applicant and one member of the advisory board to discuss the applicant's answers to application questions and determine the best fit for the current advisory board.
- If the screening process narrows the field to one preferred candidate, the staff person shall forward their applicant materials to the next Town Board meeting for appointment.
- The Town Board will receive the application as an item on the consent agenda.

- When appointed, volunteers will be contacted to confirm a time for an orientation session with support staff and will be required to attend a town board meeting within 6 months of appointment.
- The following orientation materials will be provided to each volunteer: board roster, town organizational chart including the advisory boards, the rules of procedure for their board, the current Strategy Map for the town, and other support documents or maps relevant to that board. Staff will go over the materials with the new board member, arrange a swearing in for those volunteers requiring an oath and answer procedure and policy questions as needed.
- Attendance at regularly scheduled board meetings is critical to continued membership on a board. Staff shall notify any board member with 4 absences within a calendar year that regular attendance is required and future absences may impact continued participation. If a board member has 6 absences within a calendar year, their membership is automatically ended unless reappointed by the town board within 30 days. For boards with fewer than 12 regular meetings per year, the numbers will be pro-rated to the closest percentage.