

Each Chairman of all Boards and Committees will prepare recommendations regarding skills, requirements, life experience, qualifications relative to that Board or Committee.

These recommendations will be kept on file in the Supervisor's office. This will include any specific requirements for the make-up of the Board or Committee. The respective Department will review all resumes. Their recommendations will be forwarded to the Town Board prior to the date of Town Board review of all resumes.

PROCEDURE FOR APPOINTMENTS TO THE PLANNING BOARD, LIBRARY BOARD, BOARD OF ASSESSMENT REVIEW, ECONOMIC DEVELOPMENT BOARD, INSURANCE BOARD, RECREATION COMMISSION, ZONING BOARD OF APPEALS, CONSERVATION BOARD, and ETHICS BOARD

1. Scope

This procedure shall be followed by the Town Board (the "Town Council") in order to effectively solicit interest from and affect the timely review and consideration of all interested Village and Town citizens for appointment to serve on the all Boards.

2. Board Vacancy Notifications

A. Notification of Expiring Terms. During the first week of October of each calendar year the appointee and the respective Chair of each Board will be notified of terms expiring. If the current Board member whose term is expiring wishes to be considered for another term on that Board, written notification shall be given to the Supervisor and Town Board. If that member's resume already exists on file, they will be given the opportunity to update and it will be reviewed along with other candidate's. If not, one must be submitted

B. Notification of Mid-Term Vacancies. Each respective Chairman of the Boards shall, upon his or her understanding that a vacancy exists or will exist due to a Board member resignation or for other reasons that a current Board member can or will no longer perform his or her duties, promptly notify the Supervisor and the Town Board in writing that a vacancy exists or will exist on the respective Board, and the effective date of the vacancy.

C. Distribution of Board Vacancy Notices. Written notifications of Board Vacancies received by the Supervisor shall be immediately forwarded to the Town Council members and Town Clerk, and, filed

3. Public Notification of Board Vacancies

A. Upon receipt of a written notification of expiring or mid-term Board vacancies, the Town Clerk shall promptly arrange for public notification to Town and Village residents that Board vacancies exist in order to solicit public interest in filling the Board vacancies. The Town Clerk shall quarterly advertise the vacancies in the official Town newspaper, arrange for posting of the same advertisement in electronic form on the Town web site, and promptly post the same notice on the Town Clerk's official bulletin board and the entrance to the Town Board room.

B. Content of Public Notice. The public notice shall describe each Board vacancy and include a brief synopsis of the responsibilities, duties, length of the term, and the effective date each vacancy is expected to be filled. The notice shall request a letter of interest (either written or electronic) to include brief resume, from interested Town or Village residents. The public notice shall allow residents a period of 30 calendar days from the date of the public notice to respond and express their interest.

C. Received Letters of Interest The Supervisor's secretary shall ensure that letters of interest received

are promptly recorded, filed, and copies distributed to the Supervisor and to the other Town Council members.

4. Candidate Review by the Town Council

D. Candidate Review Meeting. Review of the resumes will be scheduled for a work session of the Town Board on or near the expiration date of the 30 calendar day public notice period. The purpose of the Meeting is to review and discuss the interest and qualifications of all prospective Board candidates, to include those citizens represented by the letters of interest received .

E. At the next work session, candidates will be invited to be interviewed by the Town Board and the Chair of the responsible board. Expectations will be outlined at this meeting.

5. Board Appointment Decisions

F. Expiring Term Appointments: Interview by the Town Council for Board member positions involving an expiring term vacancy shall be made 30 days prior to the last day of current member's expiring term.

G. Mid-Term Appointments: Appointment decisions by the Town Council for Board member positions involving a mid-term vacancy shall be made no later than 45 calendar days from the date of the notification of vacancy.

6. Announcement of Board Appointment Decisions

All appointments shall be made by resolution at a public Board meeting.