

Board/Commission member appointment protocol:

1. In February of each year, the Town Manager and Executive Assistant will review the list of all Board, Commission and Committee appointments that the Council must make that year. The list will include all the years of expiration.
2. A list of all vacancies will be compiled and sent to the Council for their review along with the attendance records of each Board. At the same time, the Manager and Executive Assistant will email each incumbent member whose term is expiring asking them if they wish to be reappointed by the Council. (This does in no way guarantee that the Council will automatically approve the re-appointment.) The responses from the incumbents are due back to the Manager's Office the 1st week of March.
3. In mid-February, the Town Manager and Executive Assistant will prepare a Press Release with a description of each Board, Commission and Committee, along with the number of vacancies. This release will be sent to local papers, posted on the website, BCTV, and social media along with a formal advertisement indicating the application deadline. Applications for Appointment should be sent to the Town Manager's Office no later than the 2nd Tuesday of March.
4. The Town Council shall interview interested applicants at their 1st meeting in April with additional interviews being held the 2nd meeting in April if needed.
5. The Town Council should neither consider nor act upon public input (email, calls, etc.) critical of or on behalf of any new or incumbent applicant or their assignment during or after the interview process or prior to formal Council approval and appointments are announced.
6. Following the interviews, the Council should be prepared to make the formal appointments at the Council's 2nd meeting in April with an effective date of May 1st. [It has been the Council's policy not to appoint individuals to more than one legislative or quasi-judicial Board, Commission or Committee at any one time. In addition to the appointment of Councilors to Boards, Commissions or Committees as provided above and/or by the Town Charter, the Council may appoint other elected Town officials to a Board, Commission or Committee position; however, in evaluating the appropriateness of such appointment, the Council shall consider potential conflicts of interest that may result from the appointment and whether the appointment potentially would diminish the effectiveness of the Board, Commission or Committee.]
7. After the appointments are made, the Town Manager and Executive Assistant will notify those newly appointed members of their appointment.
8. All newly appointed members will sit at the 1st meeting of their respective Board once they've been officially sworn in.
9. The Council may conduct interviews and make appointments during the year if vacancies occur.

A file of all members of the various Boards and Commissions shall be kept in the Town Manager's office, and if there is no information on file, then a brief application of appointment shall be completed by all Board or Commission members.