



Town Board and Committee Vacancies and Appointments Policy

Purpose: The Town of Freedom Select Board has the responsibility to appoint qualified town residents to the town's various town boards, committees and ad hoc committees. The Board intends to accomplish this in a fair and transparent manner

Vacancies: Vacancies in a Town Board or Committee can occur by the ending of an appointment term, resignation or removal. Any member of a Board or Committee may be removed from office for cause by the Select Board before the expiration of the term, but only after notice and an opportunity for a meeting with the Select Board during which the member in question has an opportunity to refute those specific charges. The term "for cause" shall include but not be limited to failure to attend four consecutive Board meetings or hearings without sufficient justification or voting when the member has an undisclosed conflict of interest.

The Select Board of the Town of Freedom will publish information about vacancies on Town Boards and Committees as they occur whether by expiration of term, resignation or removal. The Select Board's approved minutes will reflect any vacancy and the reason for it. Notice of vacancy information will be posted at the Freedom Fire Department, the Freedom Town Office, and the US Post Office in Freedom as well as the Town's website. These Notices shall remain posted for up to 14 calendar days.

Any town resident interested in volunteering for a vacant position will submit a letter of intent to the Select Board indicating the position for which they wish to volunteer and their qualifications for that position.

Appointments: The Select Board shall appoint by majority vote a qualified candidate to fill any vacancy which may occur on a Board or Committee. In the case of resignation or removal, the appointed candidate will complete the term of the person they replace, thereby maintaining the staggered terms of members of that board or committee for remainder of the term of that office specified, whether a full or partial appointment. Any newly appointed member of a board or committee will not be allowed to vote any action before that board or committee until they have signed an oath of office with the town clerk.

If no qualified candidate volunteers for a vacant position, the position will remain vacant until a qualified candidate does volunteer and is appointed by the Selectmen.

The appointment of any board or committee member shall be in writing and signed by the Select Board. Before assuming the duties of office, an appointed individual shall complete an oath of office with the town clerk.

Recordkeeping

The town will keep a loose leaf binder in the town clerk's office that will contain a section for each board or committee and will be known as the Board/Committee assignment book. Each section of the book will have a face page that will list each Board or Committee member, their appointment date, their term expiration date, and their phone and email contact information. Following the face page will be a page protector sheet/packet for each Board/Committee member that will contain their appointment form, their oath of office, any training certificates they have earned as well as any other document pertinent to their inclusion on that Board or Committee.

When the Selectboard appoints a member to a town board or committee, the board will complete the board/committee appointment form for the individual. That form will be placed in the individual's packet in the "Board/Committee assignment" book by the Town Clerk who will also send a copy of the appointment paper to the board/committee chair. The Clerk will also enter any other pertinent documents into the packet as those become available. When the individual leaves the Board or Committee, the Clerk will remove their packet according to state record retention guidelines.

The chairperson of each town board and committee will keep track of upcoming expiring terms of members on that board/committee. The chairperson will alert town clerk of expiring terms two months prior to the annual town meeting and will alert the town clerk and the select Board of any resignations as soon as they become aware of them. The town clerk will alert the Select Board of any upcoming vacancies two months prior to the annual town meeting. Vacancies or anticipated vacancies will also be posted by the clerk on the town website and at town offices, the fire station and public works.

This policy replaces "Policy for Vacancies and Appointments to Town Boards"

| Action | Date | Signatories |
|----------------|---------|---------------|
| Adopted | 10/6/25 | Lisa White |
| XXXXXXXXXXXXXX | 10/6/25 | Laura Creeley |
| XXXXXXXXXXXXXX | | |