

**TOWN OF RANDOLPH, VERMONT
COMMITTEE AND BOARD APPOINTMENT POLICY**

I. Policy Objectives

The primary objective of the Town of Randolph's Committee and Board Appointment Policy (hereinafter referred to as the "Policy") is to identify the procedures used for appointing members of the various committees and boards that serve the Town. This policy does not apply to committees and boards for which its members are elected unless a mid-term vacancy on such committee or board is prescribed to be filled by appointment by the Selectboard.

II. Definitions

- Committee – A group of people either charged with a specific purpose or to whom specific authority is delegated. For the purpose of this policy, the terms "Board" and "Commission" shall be synonymous with this definition.
- Committee, local – A committee established by the Selectboard. Such committees are advisory only.
- Committee, state-authorized – A committee specifically prescribed by state statute.
- Selectboard – Town of Randolph Selectboard.
- Town – Town of Randolph, VT.

III. Existing Committees and Membership Terms

A. Local Committees – The Town of Randolph currently has established the following local committees. This policy shall apply to these committees and any future committees established by the Selectboard. Terms for local committees, unless established otherwise by the Selectboard, are one-year terms and appointments are made yearly.

1. Ancient Roads Committee
2. Capital Planning and Capital Budget Committee
3. Energy Advisory Committee
4. Highway Advisory Committee
5. Lined Landfill Review Committee
6. Municipal Building Committee
7. Police Advisory Committee
8. Recreation Advisory Committee
9. Revolving Loan Fund Committee and Tax Stabilization Request Business Review Board
10. Town Forest Committee
11. Town History Committee
12. Water and Sewer Advisory Committee

- B. State-authorized committees** – The Selectboard currently appoints members to the following state-authorized committees:
1. Conservation Commission – 3-year terms (24 VSA 4502)
 2. Planning Commission - 4-year terms (24 VSA 4323)
 3. Development Review Board – regular members 3-year terms (24 VSA 4460)
alternate members 2-year terms (24 VSA 4460 (c))
 4. Design Review Advisory Commission¹ - 3-year terms (24 VSA 4433 (1)(c))

IV. Timing of Appointment

- A. All vacancies shall be brought to the attention of the Town Manager who shall promptly notify the Selectboard of such vacancy and shall coordinate the appointment process with the Selectboard.
- B. All vacancies shall be filled as soon as possible in accordance with the procedures described below. However, that notwithstanding, the Selectboard may choose to fill the vacancy at its annual organizational meeting if the vacancy arises within 4 months prior to such meeting and the vacancy on the committee will not hinder the work of the committee.

V. Advertising

- A. All vacancies shall be advertised in the Town's official newspapers for at least two weeks. Said advertisement shall be a block ad, and shall be posted in at least three places in and around town.
- B. Notwithstanding (A) above, the Selectboard may chose not to advertise a vacancy if such vacancy arises within 8 weeks of an advertisement for another vacancy on that committee.
- C. If such advertisement solicits only one interested candidate, the Selectboard may re-advertise the vacancy to solicit additional candidates.

VI. Interviews

- A. Interviews shall be conducted prior to appointment of all candidates for state-authorized committees and for candidates to local committees that are normally elected but for which the vacancy is being temporarily filled by appointment of the Selectboard. Notwithstanding this, an interview may be foregone if a majority of the Selectboard determines that a candidate and his or her qualifications are known well enough for them to ascertain his or her ability to serve the Town on the committee for which he or she is a candidate. Interviews are not required of candidates for local committees unless the Selectboard, at its discretion, elects on any occasion to conduct interviews.
- B. Interviews shall be conducted by the Selectboard. However, the Selectboard may elect to have the interviews conducted by a group consisting of the Town Manager, at least one Selectboard member and the chair of the committee for which the interviewee is a candidate. The vice chair of and any support staff for the committee may also be invited to the interviews. All individuals in this interviewing group shall attend all interviews and shall provide a recommendation to the Selectboard.
- C. The time and location of the interviews shall be scheduled by the Town Manager.

¹ This commission is proposed to be established for the new Interchange District zoning amendment.

VII. Appointments

Candidates for any committee appointment shall submit, to the Town Manager a letter of interest. Candidates are encouraged to attend at least one meeting of the committee for which they are applying in advance of an interview.

- A. The Town Manager shall provide the Selectboard with all letters of interest from the candidates and a recommendation of the interviewing group, as applicable, prior to making appointments.
- B. The Selectboard shall make appointments at a meeting where the specific appointment is on the agenda. (i.e. "Appointment to fill vacancy on Water and Sewer Advisory Committee")
- C. Appointments to fill mid-term vacancies shall be for the remainder of the term.

VIII. Re-appointments

If a sitting member on a committee is willing or seeking to be re-appointed at the end of his or her term, the Selectboard may forego the advertising and interviewing process described above.

IX. Inconsistencies

- A. This policy shall amend and replace any provisions of any policy of the Town in effect at the time of enactment of this policy governing any activity included in this policy.
- B. If any provision of this policy differs from that prescribed by state statute, the provisions in state statute shall prevail.

X. Severability

If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this policy, or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this policy or any part thereof.

XI. Effective date

This policy is hereby adopted by the Selectboard of the Town of Randolph, Vermont, this 4th day of June, 2007, and is effective as of this date until amended or repealed.

/s/James Hutchinson
James Hutchinson
/s/Stephen Springer
Stephen Springer
/s/Damon Lease
Damon Lease

/s/Lawrence Townsend
Lawrence Townsend
/s/Kenneth Goss
Kenneth Goss