

## Town of Strafford

### Process for Replacing Committee, Commission and Board Members During a Term Cycle

The process for replacing members of Town Committees, Commissions and Boards during a term cycle is described below. This process is applicable for the following Town of Strafford Committees, Commissions and Boards:

- Planning Commission
- Development Review Board
- Recreation Board
- Town House Advisory Committee
- Conservation Commission
- Energy and Climate Committee
- Historical Preservation Committee
- Ashley Community Forest

#### Process:

1. **Notification of Vacancy.** The Board/Commission/Committee chair or designee must notify the Selectboard in writing of any vacancy, including a clear statement of why the vacancy has occurred (resignation, term expired, etc.)
2. **Announcement of Vacancy.** The Committee must draft an announcement of the vacancy to be posted on the Strafford listserv and provided to the Town Clerk (in a Microsoft word document) for posting on the Town website. The announcement should include the following information:
  - a. Statement of a vacancy
  - b. Brief description of the role and any selection requirements (skills or experience desired or required)
  - c. When the selection of a new candidate will be made (no less than two weeks after the posting of the announcement)
  - d. Term length of the position
  - e. Where to send an expression of interest and/or any questions about the vacancy
3. **Committee Review of Applicants.** The Committee reviews all candidates, and after making a selection, notifies the Selectboard in writing of their preferred applicant.
4. **Selectboard Approval of Candidate.** Selectboard considers the selection at the next selectboard meeting. (A brief presentation by a member of the Committee at the Selectboard meeting would be very welcome but is not required).
5. **Appointment of Candidate.** Selectboard prepares and sends a letter of appointment to the selected candidate. Committees are responsible for notifying unsuccessful candidates.

*Approved by Selectboard May 8, 2025*