

**TOWN OF  
SHAFTSBURY**

**Appointment Policy  
for the  
Planning Commission  
and  
the Development Review  
Board**

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## **Purpose of this Appointment Policy**

**The purpose of this document is to standardize selection, appointment, re-appointment and dismissal processes for the Planning Commission (PC) and Development Review Board (DRB).**

## **Procedures**

**A. Residency** - Applicants to the PC and DRB must be a resident of Shaftsbury

### **B. Appointments**

- a. All interested applicants to the PC or DRB must be interviewed by the Select Board. This is for prospective new candidates as well as incumbents.
- b. PC and DRB members serve a term length determined by the select board at the time of appointment, typically three years.
- c. Appointees filling an unexpired vacancy serve for the remainder of the term.
- d. Terms expire on April 1 of the designated year at appointment.

### **C. Vacancies, Application and Interview process**

- a. The Town Administrator shall inform the Select Board of all expiring positions at the second regularly scheduled Select Board meeting in December as an agenda item and the Select Board shall publicly announce these expiring positions.
- b. Notice of expiring positions shall be posted to news media, social media, and the town website by January 1.
- c. A Person seeking appointment or reappointment (herein 'interested person') should submit a signed 'letter of interest' to the Town Administrator no later than January 15. Late submission may be accepted by approval of the Select Board.
- d. At the second regularly scheduled Select Board meeting in January, the Board shall publicly announce all interested persons.
- e. Residents may submit letters in support of, or in opposition to, an individual incumbent or prospective candidate by February 1.
- f. The Town Administrator shall contact each interested person to schedule a time for a personal interview before the Select Board. Interviews shall occur during a regularly scheduled Select Board meeting, unless otherwise approved by the Select Board.
- g. Interviews with all prospective candidates shall occur during February Select Board meetings.
- h. Appointments must be completed by April 1 each year. Vacancies should be filled as soon as possible.
- i. Select Board shall announce PC and DRB board members by the second regularly scheduled meeting in March to be effective April 1.
- j. The appointment procedures for any out of cycle vacancies should follow the same vacancy, application and interview processes as set forth above, with the exception of the calendar

## SHAFTSBURY SELECT BOARD APPOINTMENT POLICY

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notices. In such cases, the Select Board should act with due diligence to swiftly implement these procedures to fill the vacant position.

### **D. Member Conduct and Removal**

- a. PC and DRB members are expected to conduct themselves in a fair, courteous and understanding manner. All PC and DRB members serve at the pleasure of the Select Board and are subject to removal by vote of the Select Board (see below). PC and DRB members must disclose any potential conflicts of interest immediately and shall notify the Select Board if they move out of town at any time during their term. Reasons for removal may include, but are not limited to:
  - i. Excessive absences from their respective meetings. It is expected that a PC or DRB member does not incur absences of more than 20% of regularly scheduled meetings in a 12 month period without a valid excuse.
  - ii. Excessive recusal from PC or DRB meetings and hearing. It is expected that a PC or DRB member does not incur recusals more than 35% of the time.
  - iii. Non-performance or other misconduct.
  - iv. PC members require a unanimous vote by the Select Board to be removed prior to the expiration of their term, per State Statute, Title 24, Chapter 117, Section 4323a.
  - v. DRB members may be removed by majority vote of the Select Board.
- b. If a PC or DRB member's attendance or recusals becomes an issue, the Town Administrator and the PC or DRB chairperson, or other PC or DRB member as appropriate, shall review approved minutes of the past 12 months and report to the Select Board.

### **E. Operations of PC and DRB**

- a. PC and DRB chairpersons or designates shall meet with the Select Board annually for the purpose of reviewing the mission statement of the PC and DRB and to grant a general overview of the work being done by each board.
- b. PC and DRB chairpersons shall provide their annual report for the Town Report to the Town Administrator no later than December 1.