

TOWN OF STERLING
POSTING and INTERVIEW POLICY FOR
VOLUNTEER BOARDS AND COMMITTEES WITH VACANCIES

Any volunteer Boards and Committees vacancies which occur through resignation or otherwise, which report to the Board of Selectman, shall be announced at a Selectmen's meeting. The Board of Selectmen shall discuss and set a deadline for receipt of applications and instruct the Town Administrator to post the position on the Town Bulletin Board, Town Community access channel, any appropriate worksite bulletin board, and the Town website. The Town Administrator shall also notify the Board/Committee of the pending vacancy. If, after posting for twenty-one (21) days, and the Board or Committee with the vacancy has no applications or nominees, then the Board of Selectmen may elect to make another announcement regarding the vacancy.

1. All interested candidates shall submit letters of interest, using the citizen volunteer form located on the Town website, to the Selectmen/Town Administrator and the Board/Committee that has the vacancy. In addition, the Board and Committee that has the vacancy may send nominees/written recommendations of candidates to the Selectmen/Town Administrator. Members of Boards and Committees to which the candidate is applying shall be involved in the interview process.
2. All candidates shall be interviewed in public session of the nominating Board or Committee. The name of the final candidates shall be forwarded, along with Board and Committee recommendations, to the Town Administrator and the Board of Selectmen for interview and vote of acceptance.
3. If a vacancy involves a joint appointment, then once the deadline for application has passed, the Town Administrator shall schedule a joint meeting with the Board of Selectmen, Town Moderator and representative(s) of the Finance Committee to interview candidates in public session. Appointments shall be made by the Board of Selectmen, Town Moderator and Finance Committee, with each having one vote for a total of three (3) votes. Any other joint appointments shall follow a similar process between the Board of Selectman and the appointing body.
4. If a vacancy does not involve a joint appointment, then the Board of Selectmen shall interview candidates in public session, taking into consideration the recommendations of present members of the board or committee, and appoint candidates by majority vote.