

## **BOARDS & COMMITTEES WITH OPENINGS or VACANCIES, POSTING and INTERVIEW POLICY (DRAFT)**

All announcements concerning Board and Committee opening/vacancies shall be announced at a Selectmen's meeting that the Town of Sterling is seeking candidates. Board of Selectmen discusses and sets a deadline for receipt of applications and instructs the Town Administrator to post the position internally on the Town Bulletin Board, any appropriate worksite bulletin board, and the Town website. If, after posting for twenty-one (21) days, the Board or Committee with the opening has no interest/nominees or written recommendations, then the Board of Selectmen may elect to make another announcement regarding the vacancy

1. All interested candidates shall submit letters of interest to the Selectmen/Town Administrator and the Board/Committee with vacancy. In addition, the Board and Committee with the vacancy may send nominees/written recommendations of candidates to the Selectmen/Town Administrator. Members of Board and Committee in which the candidate is applying for shall be involved in interview process.
2. With the exception of joint appointments, all candidates shall be interviewed in public session of the nominating Board or Committee. 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. For joint appointments, 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.
4. If vacancy does not involve a joint appointment, the Board of Selectmen shall interview candidates in public session, taking in consideration the recommendations of present members of boards or committees, and appoint candidates by majority vote.