



**Town of Hyde Park, Vermont**  
**Office of the Selectboard**

**Town Volunteer Appointment Policy**

**Adopted by Selectboard on August 8, 2013**

## **Town Volunteer Appointment Policy**

**PURPOSE:** The Town of Hyde Park Selectboard (SB) and Village of Hyde Park Trustees (Trustees) work together on a variety of municipal services and responsibilities. As part of these joint efforts, town and village residents are asked to assist in the operation of both local governments by participating in a number of opportunities on Hyde Park's established boards, commissions and committees. The procedures for making those appointments, including the dismissal process, are described below and shall be followed by the Town and Village legislative bodies.

**APPLICABILITY:** This policy applies to the appointment of volunteer members to the below listed boards, commissions and committees as well as to the various town and village representatives to outside agencies.

**PROCEDURES:** The procedures for making town and village volunteer appointments to Hyde Park's Commissions, Boards and Committees is:

- a. The guidelines contained in this policy shall apply to the following Commissions, Boards, and Committees and those that may be created in the future by the Selectboard and/or Village Trustees:
  1. Town and Village Joint Development Review Board (SB and Trustees Appointments)
    - a. Membership should include at least 2 residents of the Village (SB and Trustees Appointments)
  2. Town and Village Joint Planning Commission
    - a. Membership should include at least 1 resident of the Village (SB and Trustees Appointments)
  3. Town Recreation Commission (SB Appointments)
  4. Village Improvement Association (Trustee Appointments)
  5. Village Water Board (Trustee Appointments)
  6. Village Sewer Commission (Trustee Appointments)
- b. Applicants must be:
  1. A resident or property taxpayer of Hyde Park, or
  2. A person owning a business located in Hyde Park.
- c. Appointments:
  1. Annually, the town shall seek community members interested in serving the local governments. Except for vacancies during the year, the normal cycle of appointing volunteers will be advertising on or about February 1, review of applications following Town Meeting and appointments by April 15.
  2. Current members who wish to be reappointed and are in good standing, under majority consent of the legislative bodies, may be reappointed for an additional term. Current volunteer members who do not receive majority consent for reappointment must reapply and complete an interview process for an additional term.

3. Good Standing – A member in good standing must maintain a good attendance record, contribute to the goals and effective operation of the board, commission or committee, and represent the town of Hyde Park in a positive manner.
  4. The legislative body shall solicit feedback from the Chairperson and relevant Town Staff when evaluating whether or not a member is in Good Standing.
  5. The legislative body shall solicit feedback from the members of the board, commission or committee and relevant Town Staff when evaluating whether or not a Chairperson is in Good Standing.
  6. The term of each volunteer member expires as follows unless the member is appointed to fill a vacancy for an unexpired term:
    - a. Planning Commission – Upon the April 15 of the fourth year following the member's appointment
    - b. Development Review Board – Upon April 15 of the third year following the member's appointment
    - c. Recreation Committee – Upon April 15 of the fourth year following the member's appointment
    - d. All other volunteers - Upon April 15 of the next year (one year appointments) following the member's appointment
- d. Application and Interview Process
1. Prior to the annual advertising in February, all members whose term is expiring will be contacted by February 1 regarding their intention to seek reappointment. The member must provide some form of confirmation that they will or will not seek reappointment; email or written letters are acceptable by Town Meeting Day.
  2. The legislative body will review reappointments during the month of March and consider such reappointments based on the criteria referenced above in Section c, Appointments.
  3. Individuals interested in being appointed or filling a vacancy must submit a written letter to the Town Administrator providing contact information, areas of interest, reasons for applying and any prior town or village appointments to a local government position. Applications will be due to the Town by Town Meeting Day of each year. The request to be reappointed does not guarantee reappointment if there are a number of volunteers seeking the same position. The legislative body or bodies will make appointment decisions based on an individual and case-by-case basis.
- e. Advertising of Vacancies and Annual Requests for Volunteers
1. Vacancies and Annual Requests for Volunteers will be advertised to the community via news media, social media, and the Town website until the positions are filled.
  2. Vacancies - Vacancies shall be advertised immediately unless occurring between Nov 1 and Feb 1, in such case they will be included in the annual request in February. A person appointed to fill a vacancy that occurs prior to the scheduled expiration of the incumbent member's term (by reason of, for example but without limitation, resignation or illness) shall serve for the remainder of the incumbent member's term.
  3. In the event of a vacancy, the Selectboard may utilize the list of applicants from the previous advertisement or roster of candidates to fill a vacancy.
- f. Interviews – Unless a majority of the legislative body determines that interviews are not necessary to make an appointment, interviews of applicants will occur between Town Meeting Day and April 15.