

ADMINISTRATIVE POLICY #42

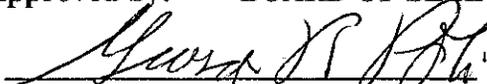
Filling Vacancies for Unexpired Elected Boards and Committees

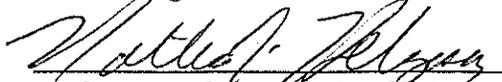
It is the policy of the Board of Selectmen and the Town of Seekonk that whenever a vacancy occurs on an elected Board or Committee, which occurs subsequent to the expiration date of the term for the position, the process for filling such vacancy shall be in accordance with Massachusetts General Laws, Chapter 41, Section 11.

1. Within thirty (30) days of the vacancy occurring, the remaining members of the affected Board and/or Committee shall notify the Board of Selectmen of such vacancy and arrange for a joint meeting between the Board of Selectmen and the remaining Board and/or Committee members.
2. Once the meeting is convened between the two Boards, a determination will be made, consistent with applicable law and/or charter provisions as to whether or not the vacancy needs to be filled for the remainder of the term.
3. If the vacancy needs to be filled, the affected Board and/or Committee will present the Board of Selectmen with the name of a candidate, or candidates, for appointment to fill the vacancy.
4. The Board of Selectmen, at their option, may choose to interview the proposed candidate prior to taking a vote on the action. Following one (1) week's notice, a final roll call vote to appoint a candidate shall be made with the Board of Selectmen and the remaining Board and/or Committee members present.
5. Following an affirmative vote to appoint a candidate (reached by a simple majority vote of both Boards), the Town Administrator will send a letter to the candidate(s) informing that person of their selection and of their obligations to be sworn in by the Town Clerk. The selected candidate is only obligated to serve until the next possible election to fill the seat.

Approved by: **BOARD OF SELECTMEN**

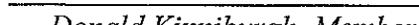
Date: 5/02/01


George R. Poli, Chairman


Nathan J. Helgerson, Vice Chairman


Dana G. Beal, Clerk


Lawrence S. Havrylik, Member


Donald Kinniburgh, Member