

## **Town of South Bristol**

### **Guidelines for Board Member Selection**

Annually, or as needed, publish an ad for potential candidates for board members in the Messenger, on the town website, town clerk and transfer station bulletin boards, and town hall sandwich board.

Application is to be completed and sent to attention of Town Supervisor.

A screening committee composed of the Town Supervisor, Planning & Zoning Board chairs will review applications and qualifications of each candidate then forward the application materials alongside written recommendations for the town board to consider.

In an executive session, the board will conduct interviews of candidates. Appointment of member(s) will be voted on in the public portion of a regular town board meeting as vacancies occur.

All candidates will be notified by mail of the board's determination relative to their application.