



Administrative Policy # 2004-03

Citizen Appointments to Committees, Commissions and Boards

Purpose:

The purpose of this policy is to establish criteria by which Town Council can **appoint** citizens to fill vacancies on Committees, Commissions, Boards, Advisory Boards, etc. and by which guidelines can be provided to those citizen appointees.

Policy:

1. The Town of Digby will advertise all available vacancies prior to the expiration date of term of office.
2. Applicants must be residents of the Town of Digby and must have lived in Digby for a minimum of six (6) months.
3. All vacancies will be advertised in the local newspaper.
4. **The nomination Committee** will review applications received and select individuals most suitable for the positions available **and recommend their selection to Council for appointment.**
5. Council shall make appointments by resolution.
6. The term of Office will be for a period of **three (3)** years beginning on the **date of appointment.**
7. Upon completion of this **three (3)** year term of office, the citizen appointee may reapply for an additional **three (3)** year term.
8. However, following the completion of the appointee's second **three (3)** year term of office (**six (6)** years total) the citizen appointee will not be able to reapply, for a minimum of one (1) term of office. (**Three (3)** years). **Council reserves the right to reappoint an appointee who has completed their second term of office in the event the town has not received any suitable applications for the vacancy.**

9. When more than one citizen appointment is required to a committee, commission or board on the same date one appointment will be for a three (3) year term, the other will be a two (2) year term to ensure continuity.
10. Sections 6, 7, 8 & 9 do not apply to appointments to the Digby Water Commission or any other Board, Commission or Authority, whose memberships are defined in their incorporation documents.
11. Written contact will be made with all applicants, whether or not they have been successful in being selected for a vacancy.
12. Citizen appointees may be required to make a presentation to Council at least twice a year.
13. A person appointed by the council as a member of a board, commission or committee pursuant to this Policy or any other Policy or By-law of the Town of Digby, or Act of the Legislature who, without leave of the board, commission or committee, is absent from three consecutive regular meetings, ceases to be a member.
14. Any Citizen Appointee unable to continue service for any reasons should submit a written letter of resignation.
15. Conversely the Council may find it necessary to ask for the resignation of any citizen appointee who is not fulfilling the duties as expected.
16. The Town of Digby appreciates the time and energy dedicated by citizen appointees.

Responsibilities:

17. The Council or its designated committee will:
 - (1) Review, amend, and adopt changes in the Citizen Appointments to Committees, Commissions and Boards Policy
18. The **Chief Administrative Officer** (or designate) will:
 - (1) Ensure the implementation of the Citizen Appointments to Committees, Commissions and Boards Policy.
 - (2) Recommend changes to the Citizen Appointments to Committees, Commissions and Boards Policy where considered appropriate.
 - (3) Monitor the effectiveness of the Citizen Appointments to Committees, Commissions and Boards Policy.

Clerk's Annotation for Official Policy Book

Date of Notice: 07/19/2004

Date of adoption: 08/03/2004

Policy effective date: 08/03/2004

I certify that this **Citizen Appointments to Committees, Commissions, and Boards Policy** was adopted by Council as indicated above.



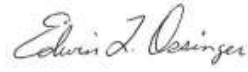
Deputy Clerk

August 8, 2004

Date

Amendments

Policy Amended by Council - December 5, 2016 - Amendments indicated in **RED**



Policy Amended by Council – May 1, 2017 - Amendments indicated in **BLUE**

