

BOARD APPOINTMENT PROCEDURES

All Board and Committee Members must be electors and full time residents of the Town of Highland Beach.

I. Vacancies:

Any board member that is eligible for re-appointment, along with the chair of said Board will be notified not less than two months prior to expiration of that member's term. If said member responds that he/she does not want to be reappointed, the position will be posted. All positions that will become vacant due to term limits, will be posted not less than two months prior to expiration by the Town Clerks' Office. Any position that becomes vacant due to a resignation will be immediately posted. Prior to posting, members of the Town Commission, along with the chair of that particular board or committee will be notified.

II. Posting:

The Town Clerks' Office will post all board and committee vacancies on the posting board immediately outside Town Hall and on the government access channel (Channel 19) for a minimum of thirty days.

III. Application:

Applications will be available in the main lobby of Town Hall. A completed application is required for all new appointments to boards and committees.

IV. Appointment

The Town Commission will interview all candidates and by a majority vote of the Town Commission appoint an individual to the vacancy.

Revised 10/19/07