

Introduction and Objectives: The Richmond Selectboard is responsible for making appointments to Committees, Commissions, Boards, subcommittees and a number of other Town positions. Those serving on any of the aforementioned shall be referred to as “members.”

In making these appointments the Selectboard has the following objectives:

1. To appoint qualified members who will do the best possible job to serve and act on behalf of the best interests of the Town.
2. To appoint members who recognize that their responsibility is to apply the applicable state laws, as well as, local regulations and ordinances.
3. To appoint members with a mix of professional backgrounds and experiences, in an effort to represent the diversity of the community and not a particular constituency or agenda.
4. To appoint members who are willing to commit the necessary time and energy to become familiar with the laws, regulations and procedures that members must understand.
5. To appoint members whose backgrounds and employment do not present frequent conflicts of interest with issues being discussed, and who are willing to recuse themselves from the discussion when such conflicts arise.
6. To appoint members who reflect a variety of views and reside in differing regions within the Town, whenever possible.

Residency and Requirements: Members appointed to the Development Review Board, the Planning Commission and the Lake Iroquois Committee shall be residents of Richmond. All others may either reside in or own property in Richmond. Members shall not be delinquent in the payment of local taxes, or if delinquent, shall be making payments on a regular schedule established with the Collector of Delinquent Taxes.

Expiring Terms and Vacancies: The Town Manager’s office shall compile a list of vacant positions during the first week of February. Vacancies shall be posted on the FPF and the Times Ink! in February. Members with expiring terms will also be notified of their respective vacancies.

All members whose terms are expiring shall inform the Selectboard in writing of their intention to seek reappointment. Others interested in the positions shall submit a letter to the Selectboard stating their interest and reasons for seeking the appointment, as well as, any other information they feel is pertinent.

At a minimum interviews shall be conducted for positions on the Planning Commission and the Development Review Board. Other interviews may be scheduled if felt by the Selectboard to be necessary. Interviews shall be conducted individually in executive session.

Appointments shall be made to expiring terms and vacancies in April and/or May of each year. Unless otherwise noted, all terms are effective on June 1st. Vacancies at other times of the year shall be filled as they occur. Further advertising shall take place on an as need be basis.

Chairpersons shall provide all new members with a description of the duties and responsibilities of membership and the general charge and rules of procedure of the body.

Term Limits: There is no legal requirement that establishes the number of terms that can be served. The Selectboard recognizes that over the years it has often been difficult to get well qualified individuals to serve, and an arbitrary term limit might not be in the best interest of the Town.

The Town also recognizes the benefits of term limits to promote accessible and inclusionary government. The Selectboard strives to attract and involve as many interested, diverse, qualified, and knowledgeable members as it can to participate in Town government.

Ultimately, it is the responsibility of the Selectboard to evaluate the contribution of each member or candidate and determine whether that member wants to and/or should be allowed to continue serving. In making these determinations the Selectboard will consider the opinion of the member's Chairperson, the performance of the board, the mix of experienced and newer members, the mix of backgrounds, and the level of voter confidence in and satisfaction with the board decisions and operations. In a case where two or more individuals of equal preference and ability wish to serve, one of which is a member who has already served two terms, the Selectboard can site their preference to enforce a two term limit.

Board Alternates: The Selectboard has in the past appointed alternates to the Development Review Board. The Selectboard will make alternate appointments on other Town boards when there are more possible candidates than there are open positions. The Selectboard thinks of alternates as potential members, but alternates are not guaranteed a board seat. The Selectboard further recommends that alternates attend as many meetings as possible to ensure familiarity and continuity with the issues and procedures and to gain confidence that they could provide excellent public service if moved into a regular board membership. Some alternates may be former members who are called on to substitute for absent regular members. The Selectboard suggests using alternate slots for a combined purpose of training future members and providing opportunities for emeritus members to continue serving and contributing their expertise.

Resignations and Terminations: Members may resign at any time if they feel they cannot perform their duties.

Members may be removed from their positions by a unanimous decision of the Selectboard for any of the following offenses:

1. Consistent and long-standing failure to make payments on local taxes,
2. Misrepresentation and other abuse of the authority of the position,
3. Violations of the Town of Richmond's Code of Ethics Policy,
4. Consistent failure to perform the duties of the position,
5. Promotion of hostility amongst the other members of the board and/or the general public,
6. Any other reason deemed valid by all members of the Selectboard.

A three letter documentation process shall be used in cases of removal. An initial letter shall be sent by the Chairperson of the member's board or Selectboard outlining the problems and inviting a response by the member. If the situation is not resolved by this action, a second letter shall be sent by the Selectboard containing a reprimand and requiring that the member arrange a time for an interview with the Selectboard. A probationary period may be instituted. If the situation remains unresolved, a third letter shall be sent by the Selectboard removing the member from the board. In cases involving Development Review Board members, a public hearing shall be held to consider the alleged offense(s).