

## **Recruitment & Review Process to fill vacancies on ACF Committee**

*This following is the understanding of ACFC co-Chairs, including guidance from the August 14<sup>th</sup> 2023 SB meeting. This includes immediate procedures to fill current mid-term vacancies.*

Proposed 8/17

We will follow the ACFC By-Laws, which were approved by the SB in 2018 as part of the ACF Management Plan, while trying to align our recruitment and review practices with that used by other Town Committees. We will most likely review bylaws in coming months to see what changes, if any, should be made and will do that in an open process with public and SB input. In the meantime, here is the proposal discussed at the 8/14 SB/ACFC meeting.

1. SB, via Josh or Duncan, announces 3 mid-term vacancies on FPF and Town Website (anywhere else?) and requests letters be submitted to the SB (an online form is available), as is commonly done for other town committees.
2. As applications arrive (until a stated deadline) they are sent to TC, RCC and ACFC for review.
3. Review by the three committees, probably conducted in executive session (need to check on this), consists of considering the strengths and weaknesses of applicants and choosing the ones (from one to several in number) that the committees feel are well-suited to fill their designated seats. The topic 'Discussion of applicants' will be included in the warned agendas of the TC, RCC and ACFC. Applicants can attend if they wish; if present their application can be discussed with them prior to any Executive Session. Brief notes documenting the reasons for selecting those recommended candidates should accompany their nomination.
4. Selections and notes from TC and RC are sent to ACFC to consider along with the applicants the ACFC feels are well-suited for the at-large seat. These nominations are discussed by ACFC in executive session, where they will vote on the TC recommendations, RCC recommendations and at-large seats. The ACFC can approve, by a 2/3rds vote, as many candidates as they feel are well-qualified in each of the three pools to forward to the SB for consideration. Thus, more than one candidate for each seat can be recommended to the SB.
5. The results of the ACFC vote, as well as the notes made supporting each applicant recommended applicant by ACFC, TC and RCC, will all be forwarded to the SB, who will of course have access to the full list of applicants.
6. Finally, SB reviews the recommendations and makes appointments for each seat. SB may ask applicants to attend an SB meeting in person or via Zoom for a brief interview, but they may also choose to forgo that step.