

	Town of Plymouth BOARD/COMMISSION/COMMITTEE RESIGNATION AND VACANCY POLICY
Effective Date	June 28 th , 2011
Expiration Date	None
Date Last Revised	July 24, 1979; October 9, 1979
Town Manager	Approved June 14, 2011
Selectmen Vote	June 28 th , 2011

**BOARD/ COMMISSION/COMMITTEE RESIGNATION AND VACANCY
POLICY**

Intent: The following policy shall apply to vacancies on all committees, commissions, and boards.

Policy Guidelines: The Chairperson of all Boards, Commissions and Committees shall inform the Board of Selectmen when a vacancy occurs on said Board, Commission, or Committee. The Board of Selectmen will advertise vacancies that occur in the Old Colony Memorial and the Town of Plymouth Website www.plymouth-ma.gov

Any person serving on a Board, Commission, or Committee wishing to resign, shall tender his/her resignation in writing to the Town Clerk, with a copy of the written resignation to the appointing authority.

A Board, Commission, or Committee may, in writing from the Chairperson to the appointing authority, request the removal of a member for unexcused absences when the member misses either: three (3) consecutive meetings without notice to the Chairperson or more than thirty (30) percent of meeting in a calendar year without notice to the chairperson. This applies to regularly scheduled meeting, not specially called meeting.

This policy applies to all town board, commission, and committee members.