



TOWN OF PLYMOUTH

26 Court Street
Plymouth, Massachusetts 02360
(508)747-1620

Policy Number	SB072479
Title	Vacancies on Boards, Commissions, and Committees
Established	July 24, 1979
Revision Approval Dates	October 9, 1979; June 28, 2011; November 15, 2022

1. PURPOSE

To establish guidelines and procedures relating to filling vacancies on all Town Boards, Commissions, and Committees appointed by the Select Board where the Town Charter, Town Bylaws, or State law does not dictate process.

2. POLICY GUIDELINES

- 2.1 Any person serving on a Board, Commission, or Committee choosing to resign, shall resign in writing or via email to the Town Clerk, with a copy thereof provided to the Town Manager and the Select Board.
- 2.2 In accordance with the Plymouth Town Charter: Any person whose cumulative attendance falls below 50 percent in a 12-month period, and such attendance record has been duly certified to the Town Clerk by a majority vote of such board or committee, shall upon such certification be deemed to have resigned from the appointed position. Thereafter, the position shall be considered vacant for all purposes.
- 2.3 Upon receipt of a notice of vacancy, the Select Board shall advertise vacancies on the Town of Plymouth's Official Website for a minimum of 15 days.

3. QUESTIONS

Please direct questions to the Town Manager's Office.

Signed By:

Betty A. Canino

Chair, Select Board

[Signature]

Town Manager

Date *11/15/2022*

Date *11/15/2022*