



# **TOWN OF PLYMOUTH**

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

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

## **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. Cavacco

Chair, Select Board

Date

11/15/2022

Town Manager

11/15/2022

Date