



TOWN OF PLYMOUTH

REMOVAL OF AN APPOINTED COMMITTEE MEMBER

Date Established:	November 30, 2021
Effective Date:	November 30, 2021
Expiration Date:	None
Previous Revisions:	N/A
This Version Approved:	November 30, 2021

1. PURPOSE

To establish the guidelines and procedures by which all bodies with the ability to appoint (the "Appointing Authority") may remove an appointee for cause, by a vote of the Appointing Authority, as afforded by Section 6-2-3 of the Town's Charter.

2. APPLICABILITY

This policy is applicable to all appointed members of Town boards, commissions, and committees.

3. POLICY GUIDELINES

Upon the Town Manager, Select Board and/or Appointing Authority's receipt of a written complaint regarding an appointee of a Town board, commission, or committee (hereinafter referenced as the "Appointee"), the complaint shall be vetted and acted upon, as follows:

- 3.1 The Town Manager shall meet with the Appointee to discuss the allegation and prepare a written summary of the alleged issues and the Appointee's response.
- 3.2 The Town Manager shall submit the written complaint and the summary to the Appointing Authority, or the Appointing Authority's chair, with any included supporting materials.

- 3.3 The Appointing Authority, or its chair, shall schedule a Public Hearing within 20 calendar days of receipt of the written complaint, to review the complaint and receive public comment relating to the complaint. The Appointing Authority shall notify the Appointee of the date, time, and location of the Public Hearing, no later than fourteen (14) calendar days prior to the Public Hearing.
- 3.4 The Appointee may request to waive the Public Hearing and voluntarily resign.
- 3.5 If the Appointee does not waive the Public Hearing, the Appointing Authority shall grant the Appointee the opportunity to address the complaint and/or allegations during the scheduled Public Hearing.
- 3.6 The Appointing Authority shall discuss the written complaint during the Public Hearing and render a decision, either during the initial Public Hearing, or at the Appointing Authority's next regularly-scheduled public meeting.

4. QUESTIONS

Questions regarding this policy shall be directed to the Town Manager's Office.

Signed By:


Chairman, Select Board


Town Manager

JANUARY 12, 2022
Date

1/12/2022
Date