

# TOWN OF SCOTTSVILLE

## **Policy on Resignations and Appointments to Town of Scottsville Boards and Commissions**

When a board or commission member declares their resignation, verbal or in writing, it will be deemed accepted immediately and thereafter the resigned person will not participate in the committee's activities.

The Council Liaison assigned to the board or commission, or the Town Administrator shall inform the Town Council at their earliest ability.

The Town Administrator will immediately post a notice on the Town website and the public bulletin board notifying the public of a vacancy on the Town's board or commission.

If the person who resigns wishes to be considered for the vacancy, they will be allowed to apply alongside the other applicants for the vacated seat.