

December 7, 2015

Recommendations for Selecting a New Council-Member  
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First of all selecting a new Council person is the Councils' most important responsibility. The vacancy should be filled in a timely fashion while at the same time there should be no rush to meet a deadline.

Suggestions:

1. The application process should be reasonable in order for all interested citizens be provided a sufficient period to apply. The application process should include resume and a cover letter outlining the reasons for applying and also their overall vision, problem identification, recommended solutions and the Town's direction they wish to pursue.
2. The goal is to select the best "qualified" person regardless of what section of the town he/she resides. The process must be totally open.
3. All candidates should be treated equally. There should be no prescreening in order to avoid even the slightest appearance of "political" favoritism or selecting friendships.
4. The public forums should be conducted by the Mayor.
5. The questions and score sheet should be prepared by the Mayor and Council. Also, citizens should also be allowed to send their questions to either the Council or the Beacon for review to avoid duplicate questions. The Beacon should also be given the opportunity ask questions.
6. All applicants will be interviewed in open session either at a Council meeting or a Special Meeting during the evening. The number of open forums should be determined by the number of applicants that apply. Each public forum should not exceed two hours.
7. At the interview session, each applicant must provide a personal statement not to exceed 5 minutes why he/she wishes to be selected to serve on the Council. Both the Mayor and the Council should be allowed to ask the candidates' one question to each applicant. After the completion of the first forum meeting will all the candidates. The Mayor and Council should have

the opportunity to evaluate and score each candidate before the second public forum is scheduled.

### **Finalist Forum**

8. At the beginning of the second public forum, the Council should complete a written ballot to determine the top two or three finalist (dependent on the number of applicants). The Council ballots will be tallied by the Town Administrator or Town Clerk. Since there could be the possibility of a tie, the Mayor may be required to vote after the Council written ballots are tallied.

9. The two or three finalist should be announced and asked two questions from each Council member, the Mayor and the Beacon if they desire.

10. Once the questions are completed, the Council will complete a written ballot to determine the finalist. The ballots will be tallied by the Town Administrator or the Town Clerk. Again, since there could be the possibility of a tie, the Mayor may be required to vote.

11. The Mayor will introduce the finalists as the new Council-member to be sworn in by the Town Clerk.

12. All written ballots by the Council or the Mayor (if necessary) for all sessions should be public record for both citizen and Beacon review.