

Town of Yarmouth
CITIZEN APPOINTMENT PROCESS POLICY

Effective: June 9th, 2022
TOY 48



- 1.0** This policy applies to all Committees, Boards, Agencies and Societies to which Council has the authority to appoint citizens at large, hereinafter referred to as “committees.”
- 1.1** Notwithstanding section 1.0, if a committee has an existing appointment process in place, Council may, at their discretion, use this policy in lieu.
- 2.0** Citizen appointments to committees shall be done through application on the prescribed form or on another form containing the same information.
- 2.1** Applications shall be submitted to the respective committee.
- 3.0** A notice will be distributed through the local media and online notifying the public of the opportunities to serve on committees and providing directions on how to apply.
- 4.0** Where there are eligibility requirements in the bylaws or mandate of a committee, the candidates must meet the eligibility criteria.
- 5.0** Each committee shall independently review applications received and submit their recommendation to Council for approval.
- 5.1** Each committee may appoint a nominating subcommittee to review applications.
- 6.0** Each committee shall use succession planning with each citizen appointee having a term of one (1), two (2), or three (3) years.
- 7.0** Upon completion of their first term, the citizen appointee may reapply for an additional three-year term. Additional terms are at the invitation of the nominating committee.
- 8.0** In the event of a vacancy, it shall be the responsibility of the committee to nominate a citizen for the position.

Clerk’s Annotation for Official Policy Book

Date of Adoption: June 9th, 2022

I certify that this ‘Citizen Appointment Process Policy’ was adopted by Council as indicated above.

Town Clerk:

Date: