



Policy Title	Hartford Committee, Commission & Board Vacancy Notification Policy
Keywords	Committees, Commissions, Boards, Vacancies, Openings, Applications

Purpose of Policy

This policy describes how, when and where the Town of Hartford will notify the public of Committee, Commission and Board vacancies. The intention of this policy is to offer a clear and standardized process for notifying the public of vacancies and to promote more equitable engagement in the Town of Hartford’s Committees, Commissions and Boards.

Policy Scope

This policy pertains to all Committees, Commissions and Boards in the Town of Hartford.

Definitions

Committees, Commissions and Boards shall be referred to as “committees.”

Policy Statement

The Town of Hartford will notify the public of committee vacancies in the following manner:

- By the 5th of each month, committee Chairs shall share any vacancies or anticipated vacancies by emailing them to the Town of Hartford’s Administrative Assistant and corresponding Selectboard liaison(s). Information in this notification email should include:
 - The name of the Committee, Commission or Board, the number of open positions, and if the vacancies are current or anticipated. If anticipated, they should include the term expiration date.

- At minimum, by the 15th and the 28th of each month, the Town of Hartford shall post the openings list on the Hartford listserv, Town website, official Town Facebook and Twitter accounts. The openings list should include a hyperlink or website address to the corresponding committee webpage on the Town of Hartford website.
 - Additional outreach may occur by word-of-mouth, email outreach and by other appropriate channels as determined by the Selectboard.
- Committees shall include all members’ names, roles, term end dates, and any vacancies at the bottom of all meeting minutes.
- Selectboard liaisons shall report committee vacancies during the Commission Reports section of Selectboard meetings.

Responsible Owner:	Selectboard	
Approved By:	Selectboard: Michael Hoyt Dan Fraser Kim Souza Lannie Collins Mary Erdei Rocket Ally Tufenkjian	
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Amendment Dates:	N/A	N/A
Related Policies & Procedures:	Hartford Selectboard Rules of Procedure	
Attachments/Links	Hartford Selectboard Rules of Procedure	