

TRUSTEES' HANDBOOK—POLICIES
BOXFORD TOWN LIBRARY

Policy on Vacancy on the Board

The Board of Library Trustees values a full complement of members. It is the policy of the Board to replace resigning board members within two months notice of said resignation. The resigning board member must submit his/her resignation in writing with an original signature to the Chair of the Board of Library Trustees and/or the Town Clerk.

The person to be appointed must be a registered voter of the town, be sworn into office and shall perform the duties of the office until the next annual town election. Appointed members of the Board of Library Trustees who wish to continue in service must run for their seat at the next town election.

The remaining Trustees shall advertise for the vacancy following the procedures listed below. These procedures are based upon M.G.L. Chapter 41, sections 10 and 11.

Procedures in filling a Board vacancy:

1. As soon as practical the remaining Board members shall give written notice of said vacancy to the Board of Selectmen and the Town Clerk.
2. An ad requesting interested individuals to contact the Trustee Secretary shall be run in the local newspapers, and on the Library's and Town of Boxford's websites. The ad shall request a brief letter expressing the candidate's interest and the reasons for it and shall include a closing date for responses.
3. The Trustees shall interview all candidates who provide the necessary information at an open meeting called for such purpose, or at their next regular meeting, whichever comes first. The Selectmen shall be invited to participate, if they so choose. At the close of the interviews, the Trustees shall inform in writing the Selectmen of their recommended candidate.
4. Within one week of recommending a candidate, the vacancy shall be filled by a majority roll call vote of both the Selectmen and the remaining Trustees in a joint session of a regular meeting of either body.
5. The Trustee Secretary shall send a thank you note to each applicant when the appointment process has been finalized.
6. A press release noting the appointment shall be sent to the local newspapers and posted on the Library's and the Town of Boxford's website.
7. The Board of Library Trustees can delegate all or part of these procedures to the Library Director.

Sample wording for vacancy ad:

The Board of Library Trustees has a vacancy on their Board, which is caused by the resignation of name. This position would begin immediately upon appointment and be open to election at the next annual town election. The Board of Library Trustees oversees the provision of public library services in the Town of Boxford. Interested individuals should send a brief letter expressing their desire to be considered and the reason(s) for their interest to the Library Director, Boxford Town Library, 7A Spofford Road, Boxford MA 01921 before date.

Policy voted and adopted on: 3/13/2008

Policy last reviewed and amended on: 2/8/2021