

FILLING AN ELECTED OFFICIAL VACANCY POLICY

01-01

I. PURPOSE AND SCOPE

The purpose of this policy is in order to fill a vacancy for an elected position as stipulated in Massachusetts General Law, Chapter 41, Section 11 (excluding Selectman, Town Clerk, or Auditor).

II. POLICY

- A. The person who is resigning must submit a signed letter of resignation to the Town Clerk (per MGL Chapter 41, Section 109) with a copy to the Board of Selectmen. The remaining members of the elected Board that has the vacancy must give written notice to the Selectmen within one month of said vacancy. If the remaining members of the elected board fail to notify the Selectmen, the Selectmen have the right to fill the vacancy.
- B. The elected board with the vacancy shall put a legal notice in the local paper no less than seven (7) days prior to filling the vacancy. The notice shall solicit residents to fill the vacancy, as well as note the time, date and location of the joint meeting with the Board of Selectmen to fill the vacancy.
- C. The Selectmen shall call a meeting to fill the vacancy. The election shall be by roll call vote. A majority of the votes of the officers entitled to vote shall be necessary to fill the vacancy until the next annual election.