

# TOWN OF EDISTO BEACH

## PROCEDURES FOR FILLING VACANCIES STANDING COMMITTEES

1. All upcoming appointment(s) to standing committees will be publicized in the *Beachcomber* and the *Community Channel 2*.
2. A copy of the procedures will be given to each candidate seeking appointment along with an application form.
3. Candidates seeking appointment to one of the Town's standing committees are required to follow the procedures as outlines below.
  - A. Fill out an application and return to the Municipal Clerk as soon as possible.
4. No candidates will be considered for appointment who has not completed and submitted the application form with the exception of members presently serving.
5. Council will consider all applications of candidates seeking appointment to standing committees at a regularly scheduled council meeting. If possible, the candidate should attend the Council meeting at which the appointment will be considered in the event members of Town Council have any questions.
6. Application forms of candidates not appointed will be discarded. Candidates must re-apply for any future appointment to a standing committee.
7. Applicants must be residents and/or registered voters of the Town unless dictated otherwise by state law or local ordinance, i.e.; Accommodations Tax Advisory Board.
8. Attendance: Each member of a committee shall be expected to attend a minimum of at least nine (9) of the past twelve (12) consecutive called meetings unless excused by the chairman.

Attendance may be excused by the Chairman for work conflicts, educational commitments, illness or some type of hardship which necessitates an absence that is acceptable to the Chair.

If a member misses three (3) consecutive meetings without an excuse as outlined above, the member shall be considered to have voluntarily resigned and the committee shall request the appointment of a replacement by the Mayor upon the recommendation of the committee and the approval of Town Council.

# TOWN OF EDISTO BEACH

## APPOINTMENT TO STANDING COMMITTEES APPLICATION FORM

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

PRESENT EMPLOYER/AFFILIATION: \_\_\_\_\_

COMMITTEE (check one):

- ELECTION COMMISSION \_\_\_\_\_
- PLANNING COMMISSION \_\_\_\_\_
- CONSTRUCTION BOARD OF APPEALS \_\_\_\_\_
- ACCOMMODATIONS TAX ADVISORY BOARD \_\_\_\_\_
- TIDE COMMITTEE \_\_\_\_\_
- ZONING BOARD OF APPEALS \_\_\_\_\_

BRIEF STATEMENT AS TO WHY YOU SEEK TO SERVE ON THE COMMITTEE:

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BRIEF RESUME TO INCLUDE PAST EXPERIENCE(S) AND ANY OTHER QUALIFICATIONS YOU FEEL YOU OFFER IN FILLING THIS POSITION:

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SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_