

Deborah Rawson Memorial Library

**Jericho Underhill Library District  
Replacement Policy & Procedure**

**Policy**

If a board member resigns before the end of his/her term, the library board must appoint a replacement from the town (Jericho or Underhill) of the resigning member to serve out the rest of this term.

**Procedure**

1. The opening shall be advertised at the library and in the newspaper for at least 30 days.
2. Interested individuals will be given a “Statement of Interest” form to fill out (see attached).
3. This form (or forms, if there is more than one) will be delivered to the board.
4. The library board will then select a committee to interview applicants. The committee will then make a recommendation to the full board. The board will vote to appoint an individual to serve until the next town election at which point the person can run to fill the remaining term. The remaining term is considered an open seat at that election and open to anyone following the procedure in number five.
5. In contrast, when a new opening happens naturally (i.e. the term is finished), interested people will get on the ballot at town meeting after circulating a petition and receiving 30 names from townspeople supporting the nomination. Then the new trustee will be elected at town meeting by the townspeople,

7/19/12

