

TOWN OF ELLINGTON

Policies & Procedures

APPOINTMENTS TO BOARDS, COMMISSIONS AND COMMITTEES

1. Persons wanting to serve on appointed boards, commissions or committees must fill out a Statement of Interest Form.
2. Completed forms must be submitted to the First Selectman's Office.
3. All completed Statements of Interest will be forwarded to the Board of Selectmen Personnel Committee for consideration and recommendation to the full Board of Selectmen.
4. The Board of Selectmen will act on recommended appointments.
5. The First Selectman's Office staff will notify the Town Clerk of all appointments.
6. The First Selectman will inform applicants of action taken by the Board of Selectmen either by mail or email. If appointment was approved, he/she will be instructed of the necessity of being sworn in by the Town Clerk, if applicable. The Chairman of the Board, Commission or Committee will be notified of appointments by copy of the correspondence to the newly appointed member along with the new member's contact information.

The newly appointed member will be sent a current meeting schedule, the contact information of the Chairman of the Board, Commission or Committee to which he/she was appointed and a copy of the Code of Ethics. The newly appointed member must return the Acknowledgement of Receipt of the Code of Ethics.

BOS Approved: 02/09/1987

BOS Revised: 04/15/2019