

Policy 2021-02
GEORGETOWN TOWNSHIP
Policy for Appointment of a New Township Board Member to Fill a Vacated Office
Adopted _____ with motion _____

PURPOSE.

The purpose of the policy is to establish a procedure for the Township Board to follow to fill a vacancy on the Township Board due to death or resignation.

STATEMENT OF POLICY.

If a vacancy occurs on the Township Board due to the death or resignation of a duly elected Township Board member, the remaining Board members shall have 45 days, as specified by law, to appoint a replacement.

The date of the vacancy is determined as follows. A resignation of a Township Board member shall be in writing and effective upon acceptance by the Township Board, if no effective date is listed in the resignation. The 45 day time period to appoint a replacement commences the day after the acceptance of the Board. If the Board member provides an effective date of resignation that occurs after the date of the Board meeting when the resignation is accepted, the vacancy occurs on the effective date provided in the resignation letter. The 45 day time period to appoint a replacement commences the day after the effective date noted in the resignation. If the vacancy occurs due to the death of a board member, the 45 day time period commences on the day after the board member dies.

If the remaining Township Board members fail to appoint a person to fill the vacancy within the 45 days, the County Clerk shall call a special election as prescribed in law.

IMPLEMENTATION.

The Township Superintendent shall be responsible to implement the procedures and to facilitate the procedures with the Township Board.

PROCEDURES.

The following are the procedures, with the stipulation that the policy may be amended by a majority vote of the Board.

1. Notice shall be placed to the public that the Township is accepting applications for the vacated position, along with a deadline as approved by the Township Board, for acceptance of the applications.
2. The Township Board shall approve, by motion, the qualified candidates to be interviewed. As required by law, the candidates shall be registered to vote and qualified electors of the Township, which means the person shall be at least 18 years of age, a U.S. citizen and have lived in the Township for at least 30 days (though property ownership is not required).
3. The qualified candidates chosen to be interviewed shall be notified of the date, time and place of the interviews, which shall be conducted at an open meeting of the Board.

4. Each candidate shall be provided the same list of questions to answer at the interview and the format of the meeting when the interviews are to take place.

QUESTIONS:

1. If you are selected to be a Georgetown Township Trustee, what do you feel you could bring to the board?
 2. In your view, what are the duties and responsibilities of a township trustee?
 3. Do you have any specific issues you would like to see the board address? If so, what?
 4. What do you see or would you like to see in regard to the future of Georgetown Township?
 5. What prompted you to seek the position of township trustee?
5. The format of the meeting for the interviews will be as follows.
 - a. The order of the interviews will be a random draw at the time of the meeting.
 - b. All candidates will be asked to leave the Board meeting room during the interview process, except for his/her time for the interview.
 - c. Each candidate will be given ten minutes to address the supplied questions as well as other topics as they see fit within the time frame.
 - d. Board members may ask follow-up questions.
 - e. After the interviews are completed, the candidates may all return to the Board meeting room.
 - f. Ballots will be voted after the interviews are completed and may be by written ballot. Multiple ballots may be utilized. The votes shall not be by secret ballot.
 - g. The results of each vote will be stated publicly and placed in the meeting minutes.
 - h. If the ultimate voting results in a tie that cannot be broken with no clear winner, the names of the tied candidates shall be placed in a hat.
 - i. A neutral person (other than a Board member) shall draw a name from the hat and the person whose name is drawn shall be chosen for the appointment.
 6. A motion shall be made, seconded and passed to appoint the person whose name was drawn to be appointed to the vacated position.
 7. After the person is selected to become a member of the Township Board, the clerk will then administer the oath to the person, who may immediately be seated as a board member. The appointee shall take the oath as soon as possible, but at least within the 45 day time period.
 8. If the vacancy occurs more than 7 days before the 15th Tuesday prior to the August midterm primary, the appointee must run in the next primary and general election. If the vacancy occurs 7 days or less before the 15th Tuesday prior to the August midterm primary, the appointee is appointed for the remainder of the term.

EFFECTIVE DATE.

This policy shall become effective upon adoption by the Township Board.