



## BOARD OF SELECTMEN GUIDELINES FOR FILLING BOARD AND COMMISSION VACANCIES

1. **General:** All nominees for filling unexpired terms or appointed positions will be highly qualified and willing to take the responsibilities of the appointment seriously. Said persons will keep the interests of the residents of Chester foremost in all their deliberations. All appointments must abide by the minority representation guidelines and Connecticut State Statutes.

As has been past practice, recommendations shall be submitted to the First Selectman within 30 days of notification of a vacancy. The 30-day time span is to be considered a courtesy to all. In the best interests of the community, the Board of Selectmen may act sooner when it deems necessary. When more than one individual expresses interest, the individuals will be invited to the Board of Selectmen's meeting to discuss their interest.

2. **Unexpired Elected Terms:** An unexpired term of an elected official will be filled with the individual recommended by the Town Committee of the previous office holder's party. The absence of such recommendation shall be treated as a de facto endorsement of the other party's candidate.
3. **Unexpired Appointed Terms:** The Town Committee Chairmen or their designated representatives may recommend a candidate to fill an unexpired term for appointed boards and commissions. Individuals appointed to fill unexpired appointed positions need not be from the same political affiliation as the individual whose term is being filled. In the absence of a joint recommendation this procedure shall default to #4 below.
4. **Appointments to Full Terms:** At the commencement of each new term of an appointed board or commission, each party will present the Board of Selectmen with a list of recommended applicants. The Board of Selectmen will consider recommendations of the parties and any other applicants without regard to party affiliation.
5. **Incumbents:** Incumbents will be given first consideration. However, past performance, meeting attendance, unique qualification applicable to the position and willingness to serve must also be considered during the selection process.
6. **Alternate Members:** Whenever reasonable, first priority should be given to alternate members to fill full-term vacancies on the same board or commission. However, past performance, meeting attendance, unique qualification applicable to the position and willingness to serve must also be considered during the selection process.

March 12, 2002

**Town of Chester**  
203 Middlesex Avenue  
Post Office Box 218  
Chester Connecticut 06412-0218



telephone: 860-526-0013  
facsimile: 860-526-0004  
web page: chesterct.com  
e-mail: info@chesterct.com

Date: \_\_\_\_\_

To: Board of Selectmen

From: \_\_\_ Democratic Town Committee  
\_\_\_ Republican Town Committee  
\_\_\_\_\_ Board or Commission  
\_\_\_\_\_ Other

Please accept the following recommendation to fill:

Board or Commission: \_\_\_\_\_

Full or Alternate member: \_\_\_\_\_

For term to expire on: \_\_\_\_\_

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Name of person being recommended: \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home telephone number: \_\_\_\_\_ Work telephone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Political affiliation: \_\_\_ Democrat \_\_\_ Republican \_\_\_ No-Party \_\_\_ Other

Please provide background experience and other information that would be helpful to the Board or Commission. This may include a resume, letter of interest or position statements.

**SIGNATURES:**

I am familiar with the responsibilities and duties involved and am willing to serve in the position for which this recommendation is made.

Signature of Applicant: \_\_\_\_\_

The above person has been interviewed, is familiar with the responsibilities and duties involved and is willing to serve in the position for which we make this recommendation.

Signature of Committee/Board/Commission Chairman: \_\_\_\_\_

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### CRIMINAL ACTIVITY HISTORY FOR VOLUNTEERS

Have you ever been ARRESTED for any incident that involved violence, or the illegal use, sale or possession of drugs or narcotics, or for driving while under the influence of alcohol or drugs?  No  Yes If yes, list all arrests, indicating charges, locations, dates of arrest and dispositions. If additional space is required attached separate sheet(s) of paper.

Have you ever been CONVICTED in any court of any crime?  No  Yes  
If yes, list all convictions, include charges, locations, dates of arrest and dispositions. If additional space is required attached separate sheet(s) of paper.

Are you currently on probation, parole, on work release, in an alcohol and/or drug treatment program or currently released on personal recognizance, a Written Promise to Appear or a bail bond for a pending court case?  No  Yes If yes, explain.

Have you ever been subject to a Restraining Order or Protective Order issued by a court in a case involving the use, attempted use or threatened use of physical force against another person?  No  Yes If yes, which court issued the order?

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I understand that false statements are punishable in Connecticut by statute (Sec. 53a-157b, C.G.S., a Class A misdemeanor). I further understand that any statements in this form that are determined to be false or inaccurate shall constitute grounds for me to be rejected or terminated as a volunteer for the Town of Chester or any of its agencies or departments. My signature below attests to the accuracy, completeness and to the truth of all information supplied on this form. I declare, under the penalties of False Statement, that the answers to the above are true and correct. I further understand and acknowledge that a criminal background check will be performed and an acceptable report is a condition of my being accepted as a volunteer.

Date: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Subscribed to and sworn to, before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Notary Public: \_\_\_\_\_