

## Interviews for Municipal Appointment

Selectboard members should expect all applicants, both new and reappointment, to follow the application process, including:

- All applicants must complete and submit the Town of Charlotte “Application for Municipal Appointment” document for consideration for an interview.
- Applications may be accepted on an ongoing basis for future consideration for a Commission/Committee or Board position.
- Interviews will be conducted following appropriate posting and warning for the open position.
- Interviews may be scheduled and appointments may be made as openings arise following the necessary posting of vacancy. Every effort should be made to interview all applicants for a specified opening prior to making an appointment
- Appointments can be made during the meeting at which interviews have taken place provided that all applicants have been interviewed except in cases in which applicants are no longer interested in the opening or are unavailable for interview at two consecutive meetings.
- Interviews will be conducted during regularly scheduled Selectboard Meetings unless otherwise warned as above.

When preparing for and conducting interviews with applicants for municipal appointment, Selectboard members will:

- Review and adhere to your “Conflict of Interest Policy” to consider whether you should recuse yourself from the interview and appointment process for the named applicant due to current or prior personal relationship or other significant conflict of interest. Selectboard members need not disclose their reasons for recusal.
- Review and adhere to 24 V.S.A. § 1207 related to Ex parte communications which states:
  - (a) A presiding officer shall not communicate, directly or indirectly, with any party, party’s representative, party’s counsel, or any person interested in the outcome of the proceeding, on any issue in the proceeding, while the proceeding is pending, without notice and opportunity for all parties to participate.
  - (b) No other members of a local board sitting in a contested hearing shall communicate on any issue in the proceeding, directly or indirectly, with any party, party’s representative, party’s counsel, or any person interested in the outcome of the proceeding, while the proceeding is pending
  - (c) A presiding officer who receives an ex parte communication on any issue relating to the proceeding and a member who receives any ex parte communication shall place on the record all written communications received, all written responses to those communications, and a memorandum stating the substance of all oral communications

## Interviews for Municipal Appointment

received, all responses made, and the identity of each person making the ex parte communication. (Added 1993, No. 232 (Adj. Sess.), § 44, eff. March 15, 1995.)

- Review the applicants' completed "Application for Municipal Appointment" prior to the interview
- Avoid asking applicants about personal characteristics that are protected by law, such as race, color, religion, sex, national origin, familial status, political affiliation or age.
- Interview questions should address the following:
  - Candidates experience
  - Candidates experience or expertise in the specific work of the commission/committee, their understanding of the commission/committee's goals, objectives and statutory responsibilities.
  - Candidates prior participation or engagement in the specified commission/committee meetings, possible foreseeable conflicts with regular attendance and participation in the meetings
  - Candidates goals, objectives or vision for the future of the specific commission/committee and the Town of Charlotte at large.