

# Town of Poolesville

## Volunteer Board and Committee Appointment Policy

### Applying to a Board or Commission

Individuals interested in serving on a Town board, commission, or committee must complete the “Application for Appointment to Town of Poolesville Volunteer Opportunities,” indicating which board or commission they are applying for. This application can be obtained from the Town Clerk’s Office or online at [www.poolesvillemd.gov](http://www.poolesvillemd.gov) and returned upon completion.

Eligibility to apply and serve on a board or commission varies based on Poolesville Code and State law. Several boards and commissions require residency within the Town of Poolesville. Most boards are advisory in nature; however, **the Planning Commission and Board of Zoning Appeals have separate powers and duties promulgated through State Law. These positions have an interview component and require certifications.**

### Appointment Process

Upon notification of a board member’s resignation, openings for the position will be advertised by the Town Clerk in the local newspaper, through the Town’s website, and/or via social media. After gathering and verifying applications, the Town Clerk will forward them to the Commissioners for review. For appointments to the Planning Commission or Board of Appeals, applicants will be interviewed by the Commissioners in a closed session. All appointments will be made in a public session.

### Term of Service

Each board and commission have different terms of service based on the Poolesville Code or State Law. Information on most boards and commissions can be found on the Town’s website.

### Reappointment

All members of commissions or boards whose terms are set to expire must complete an “Application for Appointment to Town of Poolesville Volunteer Opportunities” and resubmit to the Town Clerk. The application will confirm the board or commission member’s interest to continue or discontinue service. Reappointments are not automatic. Boards and Commission members will be notified prior to expiration of their terms that their application is due in order to be reappointed.

### Resignation

Any board member that intends to resign must forward a letter to their board or commission chair, who will then forward that letter to the Town Clerk. The resignation letter will then be forwarded to the Commissioners. If a board or commission member resigns before their term expires, a replacement member will be appointed via the process listed above to serve the remainder of the term.