

TOWN OF WELLESLEY



MASSACHUSETTS

## BOARD OF SELECTMEN

TOWN HALL • 525 WASHINGTON STREET • WELLESLEY, MA 02482-5992

### **Procedure for the Election of a Vacancy on Town Boards**

1. Convene a Joint Meeting between the Board of Selectmen and the remaining members of the Board which contains the vacancy.
2. Elect a Chairman to preside over the Joint Meeting. This position is usually filled by the Chairman of the Board of Selectmen.
3. Elect a Secretary for the Joint Meeting. This position is usually filled by the Chairman of the Board with the vacancy.
4. After these steps have occurred, nominations for the vacant position may be heard.
5. Discussion on aforementioned nominations.
6. Vote(s) is/are called for.
7. Dissolve Joint Meeting
8. Once a person is elected to fill the vacancy, the Town Clerk is notified and said person should appear as soon as possible before the Town Clerk in order to be sworn in.