

Working Draft for Select Board Consideration

Attendance Policy for Select Board Appointed Positions

Purpose:

This policy:

- Is intended to support full contribution of all Select Board appointees, which include:
 - One named individual for:
 - Service Agent
 - Health Officer
 - Lumber Inspector
 - Weigher of Coal
 - Billboard & Signs
 - Tree Warden
 - Rutland Regional Planning Commission
 - Rutland Regional Planning Commission Alternate
 - Rutland County Transportation Council
 - Rutland County Transportation Council Alternate
 - Three named individuals for Fence Viewers
 - Seven named individuals for Danby Planning Commission
- Will be reviewed by the Select Board during their annual organizing meeting to determine if any changes are required
- Will be provided to all appointees when initially enacted and then after, when appointed by the Select Board
- Was reviewed and authorized by the Select Board during the December 10, 2020 meeting and goes into effect 1/1/2021 (as documented in the meeting minutes).

Definition and Identification of an Attendance Problem:

- An attendance problem occurs if an appointee:
 - Has three absences in a row
 - Misses one third of the total number of scheduled meetings in a twelve-month period
- Valid attendance can be in person or virtually over video conference or telephone
- For Planning Commissioners (Rutland Regional and Danby) and Transportation Council, meeting minutes will be reviewed quarterly by the Select Board Chair to identify any problems
- For the other appointed positions, problems will be captured from any citizen complaints received by the Town Clerk or Select Board.

Select Board's Response to an Attendance Problem:

- If an appointee attendance problem exists, the Select Board Chair will promptly contact the appointee to discuss the problem
- The appointee's response will be shared by the Chair with the rest of the Select Board at the next meeting
- In that meeting, the board will decide what action to take and if terminating the appointment is decided upon, the board will notify the appointee as soon as possible and begin the recruiting process by posting the opening on Front Porch Forum
- Identification of the replacement appointee should occur at the next Select Board meeting or as soon as practical after that.