

In January 2020, Mr. Karpinos offered the following summary to Council of the process for filling a Council vacancy for the remainder of a member's term:

1. At the first Council meeting after the vacancy occurs, the mayor will announce the vacancy.
2. The Mayor will direct that notice of the vacancy be published within 7 days of the meeting.
3. At that same meeting, the Council will set a deadline for applications, which shall be no less than 7 days and no more than 30 days after the notice is published.
4. Applications shall include the name, address and signature of the applicant and any other supporting material the applicant wishes to include. No specific form is required.
5. Applications are to be distributed to the Council promptly after the deadline. (However, the applications are public records once they are submitted and are available at that time for public review.)
6. At the next meeting after the deadline, the Council shall review the applications and may make nominations from those who applied. (Historically, past Councils filling vacant Council seats have also scheduled an opportunity for applicants to make presentations to the Council and the public.)
7. At the next meeting at least 6 days later, the Council may make further nominations from those who applied and may make the appointment.
8. The Council is to consider the vacancy at each subsequent meeting until the vacancy is filled. There is no strict statutory deadline for the Council to fill the vacancy. However, both the General Statute (Sec. 160A-63) and Town Charter (Sec. 2.3) state that vacancies "shall be filled" by appointment by the Council.