

## Filling a Vacant Carlton Landing Trustee Position Policy

The Board of Trustees desires to ensure a fair and equitable process for qualified residents to be considered for appointment when a Carlton Landing Trustee position becomes vacated mid-term or more than one hundred twenty (120) days prior to the next biennial Town meeting. When a Trustee position becomes vacant the remaining Board of Trustees have sixty (60) calendar days from the effective date the Trustee position becomes vacant to appoint a new Trustee or to call for a special election to fill the vacant Trustee position. If the Trustees appoint an individual to fill a vacant Trustee position that individual will serve until the next biennial Town meeting. The Trustee position shall then be filled for the balance of any unexpired term or elected for a full term, as appropriate.

To be considered for appointment to fill a vacated position, the interested candidate must meet the same statutory qualifications as someone filing to be elected for the position. Oklahoma Statute provides only a registered voter who has been a registered voter at an address within the municipality for at least six (6) months prior to the date of the biennial Town meeting at which the election is held or appointment is made shall be qualified. The individual who is nominated for office must swear under oath that he or she has been a registered voter at an address within the municipality for the last six (6) months.

When a vacancy occurs, the Town will provide Notice of such vacancy on the Town's website informing the public of said vacancy and inviting any interested qualified candidates to submit an Application of Interest to the Town Office. The Application of Interest form shall be available at the Town office and on the Town's website. [www.townofcarltonlanding.org](http://www.townofcarltonlanding.org). Applications of Interest will be accepted for a fifteen (15) calendar day period from date of Notice of a vacancy.

After the Application of Interest period all submitted applications shall be provided to the Board of Trustees for review and consideration. A Special Meeting(s) may be held by the Board to discuss and review applications. The Board may, at its sole discretion, invite one or more applicants to a meeting(s) to visit with the Board. At a Regular or Special meeting in open session the Board may nominate and vote to appoint someone to fill the vacant Trustee position. If the Board does not make an appointment within sixty (60) days, a special election shall be called to fill the vacant position.

**Application of Interest for Vacant Trustee Positions**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Acknowledgments: (please initial next to each statement)

\_\_\_\_\_ I understand and certify that I am a registered voter within the Town of Carlton Landing incorporated limits for at least six (6) months prior to being appointed, if so selected.

\_\_\_\_\_ I understand, acknowledge, and agree that within one (1) year of being appointed I must attend a New Officials training. The training and expenses will be paid by the Town of Carlton Landing for me to attend. Oklahoma Statute provides, I will be automatically removed from office if I fail to attend the New Officials training within one (1) year of my date of appointment.

\_\_\_\_\_ I understand and acknowledge, if I fail to attend more than fifty percent (50%) of all meetings, regular and special, within a four (4) month period, I will be automatically removed from office and my Trustee position shall become vacant. Regular Board of Trustee meetings are scheduled on the third (3<sup>rd</sup>) Saturday of each month. A Special meeting may be called at any time.

\_\_\_\_\_ I understand and acknowledge the position of a Trustee is a volunteer position without pay or compensation. Also, if I own a business, I will generally be precluded from doing business with the Town.

Please provide a brief description of your background:

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\_\_\_\_\_  
\_\_\_\_\_

What skills or experiences will you bring to the Town and current Trustees:

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What project(s) and or program(s) you would like to see the Town perform or be involved in:

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What is your understanding of the role and responsibilities of a Trustee:

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What drew you to Carlton Landing originally?

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What do you like best about Carlton Landing?

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What do you think the strengths of the Town are?

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What do you see as our primary challenges?

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What experience do you have in local government and policymaking?

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Where would you like to see Carlton Landing in the coming years or what is your long-range vision for the Town?

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I, \_\_\_\_\_, submit the Application of Interest for the vacant Trustee position and certify the included information is true and accurate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date