

ORDINANCE REGARDING RESIGNATION AND REPLACEMENT OF ANY TOWN OFFICIAL

This Ordinance totally repeals and replaces the “Minor Ordinance Regarding Resignation and Replacement of any Town Official” enacted on June 8, 2020 by the Board of Selectmen.

1. As set forth in General Statutes section 7-103, any elected or appointed town official desiring to resign from such office shall submit their resignation in writing to the Town Clerk, effective on submission, or on the date specified in the writing.
2. Any such resignation may be effectuated by electronic transmission to the Town Clerk from the resigning official, or via the chair of the proper board, commission or political party committee of the resigning official, effective when the Clerk reasonably confirms its authenticity, or on the date specified by the resigning official in their writing.
3. Any board, commission or local political party chair who receives a resignation from any board or commission by letter or electronic communication from any member of any such unit they chair must provide a copy of the same to the Town Clerk forthwith.
4. The Town Clerk shall immediately notify the First Selectman, and chair of the affected board or commission and of any local political party of the resignation and vacancy.
5. Any applicant to fill any interim vacancy on any Town board or commission must submit in writing or by electronic means to the Town Clerk a letter of interest, and any such letter shall be provided forthwith to the appropriate board or commission and political party chair by the Clerk, and also made available for public inspection before any meeting to consider filling the vacancy is noticed and held by any board or commission.
6. If any action to replace an elected official who has resigned or is deceased appears on the agenda of any Town board or commission, the agenda item must specify the names of any candidates the board or commission is considering to fill any such vacancy.
7. Per General Statutes section 1-200(6)(A), candidate interviews if any shall be in public session, discussion of candidate suitability shall be in executive session unless all candidates agree otherwise, and voting to fill any vacancy shall be in public session.