

**Rules of Procedure to Fill the Vacancy
on the Board of Mayor & Aldermen Created by the
Election of Alderman Stover to the Office of Mayor**

1. The Town will publish a notice to run in the local newspaper, not less than ten (10) days prior to the January 10, 2023 meeting of the Board of Mayor & Aldermen (BOMA), in order to notifying the public that a vacancy will be filled at the meeting.
2. At the beginning of the agenda item addressing the vacancy on the Board, the Mayor will determine an appropriate amount of time for each applicant to address the BOMA based upon the number of applicants who filled out an interest form and are present at the meeting.
3. After applicants have addressed the BOMA, the Mayor will then accept nominations from the BOMA. Any member of the BOMA may submit more than one nomination, and nominations do not have to be seconded.
4. Each nominee, in order to be considered for the vacancy, must meet the residency requirements of the Town's Charter.
5. Each nominee should attend the January 10, 2023 BOMA meeting.
6. After the Mayor closes the nomination period, the BOMA will then vote to fill the vacancy. The voting process will be as follows:
 - a. Each member of the BOMA will state the name of the person that he or she supports to fill the vacancy;
 - b. If a person nominated receives 3 or more votes on the initial ballot, then that person is selected to fill the vacancy;
 - c. If no person receives 3 or more votes, then any nominee(s) receiving no votes, and the nominee receiving the fewest votes, will be eliminated from consideration;
 - d. If more than one nominee receives the fewest votes (meaning they are tied for the fewest votes), and/or the elimination of the nominee(s) receiving the fewest votes would leave only one remaining nominee who received less than 3 votes, then the nominee(s) receiving the fewest votes will remain eligible for the next round of voting to fill the vacancy;
 - e. The BOMA will then go through the same voting process again until a nominee receives 3 or more votes;

- f. If a nominee has not received three (3) or more votes after two rounds of voting, then the BOMA will take a brief recess during which time members of the BOMA may not discuss or deliberate among themselves regarding the nominees or voting;
- g. If the BOMA is unable to achieve at least three (3) votes for a nominee after a third vote, then at that time, or after any subsequent vote, any member of the BOMA may make a motion to postpone the vote to a date certain in the future to be established by a vote of not less than three (3) votes in favor of the motion.
- h. Once a person is selected to fill the vacancy, he or she may be sworn in at that time, and may participate in any subsequent business of the BOMA.