



BOARD APPOINTMENT PROCEDURES

All board and committee members must be electors and full-time residents of the Town of Highland Beach.

I. Vacancies:

New Appointment:

Any Highland Beach elector interested in serving on a board or committee must submit a complete Talent Bank Application along with valid proof of residency such as Florida driver's license and homestead exemption status, in order for the application to be considered complete.

Re-appointment:

Any board member that is eligible for re-appointment, along with the chair for said Board will be notified not less than two months prior to expiration of that member's term. If said member responds he/she does not want to be reappointed, the position will be posted not less than two months prior to the expiration by the Town Clerk's Office.

Any position that becomes vacant due to a resignation will be immediately posted.

II. Posting:

Prior to posting, members of the Town Commission, along with the chair of that particular board or committee will be notified.

The Town Clerk's Office will post all board and committee vacancies on the bulletin boards located outside of Town Hall and on the government access channel (Channel 99) for a minimum of thirty days.

III. Application:

Applications are available in the main lobby of Town Hall. A completed application is required for all new appointments and re-appointments to boards and committees.

IV. Interviews/Appointments:

The Town Commission will interview all candidates and by majority vote of the Town Commission appoint an individual to the vacancy.