

**TOWN OF EDISTO BEACH
PROCEDURES FOR FILLING VACANCIES
STANDING COMMITTEES**

1. All upcoming appointment(s) to standing committees will be publicized on the Town website
2. A copy of the procedures will be given to each candidate seeking appointment along with an application form.
3. Candidates seeking appointment to one of the Town's standing committees are required to complete an application and return to the Municipal Clerk as soon as possible. A copy of the candidate's driver's license or an Edisto Beach voter registration card must be submitted with the application.
4. No candidate will be considered for appointment who has not completed and submitted the application form.
5. Council will consider all applications of candidates seeking appointment to standing committees at a regularly scheduled council meeting. If possible, the candidate should attend the Council meeting at which the appointment will be considered in the event members of Town Council have any questions.
6. Application forms of candidates not appointed will be discarded. Candidates must re-apply for any future appointment to a standing committee.
7. Applicants must be residents and/or registered voters of the Town unless dictated otherwise by state law or local ordinance, i.e., Accommodations Tax Advisory Board.
8. Attendance:
 - Each member of a committee shall be expected to attend a minimum of at least nine (9) of the past twelve (12) consecutive called meetings unless excused by the chairman.
 - Attendance may be excused by the Chairman for work conflicts, educational commitments, illness, or some type of hardship which necessitates an absence that is acceptable to the Chair.
 - If a member misses three (3) consecutive meetings without an excuse as outlined above, the member shall be considered to have voluntarily resigned, and the committee shall request the appointment of a replacement by the Mayor upon the recommendation of the committee and the approval of Town Council.

TOWN OF EDISTO BEACH
APPOINTMENT TO STANDING COMMITTEES
APPLICATION FORM

NAME _____ PHONE _____

EMAIL ADDRESS _____

HOME ADDRESS _____

PRESENT EMPLOYER/AFFILIATION _____

COMMITTEE (check one):

_____ ACCOMMODATIONS TAX ADVISORY BOARD (meets quarterly in Feb., May, Aug., and Nov. the first Thursday, 3:00 pm)

_____ BEACHFRONT MGT COMMITTEE (meets monthly, second Thursday, 10:00 am)

_____ CONSTRUCTION BOARD OF APPEALS (meets monthly, third Wednesday, 5:00 pm)

_____ ELECTION COMMISSION (meets as elections dictate)

_____ PLANNING COMMISSION (meets monthly, second or third Tuesday, 5:00 pm)

_____ TIDE COMMITTEE (meets monthly, first Wednesday, 3:00pm)

_____ WATER AND SEWER COMMITTEE (meets monthly, third Tuesday, 10:00 am)

_____ ZONING BOARD OF APPEALS (meets monthly, third Monday, 5:00 pm)

BRIEF STATEMENT AS TO WHY YOU SEEK TO SERVE ON THE COMMITTEE:

BRIEF RESUME TO INCLUDE PAST EXPERIENCE(S) AND ANY OTHER QUALIFICATIONS YOU FEEL YOU OFFER IN FILLING THIS POSITION:

SIGNATURE: _____ DATE: _____