

Town of Canterbury

Town Officials Resignation Policy

1. Purpose: To establish a clear, consistent process for the voluntary resignation of elected and appointed town officials, ensuring transparency, continuity of operations, and accurate public records.

2. Scope: Applies to all elected and appointed officials serving on town boards, committees, commissions, and in administrative positions.

3. Procedure:

- **Written Notice:** Resignations shall be submitted in writing. They should be signed and dated by the official.
- **Delivery:** The notice must be delivered to the Town Clerk or the Chair of the Selectboard. OR Chair of the board/committee/commission they serve on. The person who receives the notice must inform the Administrative Assistant who will forward the notice to all relevant parties.
- **Effective Date:** Unless otherwise stated, the resignation becomes effective upon receipt. If a future date is specified, the official remains in office until that date. OR A future date may not be specified.
- **Acknowledgment:** The Selectboard will formally acknowledge the resignation at its next public meeting and record it in the minutes.

4. Verbal Resignations: While written notice is preferred, a verbal resignation made during a public meeting or directly to the governing body may be accepted. The resignation should be documented in the meeting minutes and confirmed in writing when possible.

5. Filling the Vacancy: Vacancies will be filled in accordance with applicable state laws.

6. Records: All resignation notices and related correspondence will be maintained in the official town records with the signed oaths of office. **should add to doc retention list

Town of Canterbury Board of Selectmen

Scott Doherty, Chairman

Beth Blair

Calvin Todd

Reviewed and signed _____