**City of Lowell - Pollard Memorial Library Board of Trustees**

**Process for Resignation, Reappointment, Associate to Full Member, Failure to Fulfill Commitment, and Replacement**

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| **Resignation or End of Term** | **Reapply for Another Term** | **Associate to Full member** | **Replacement Process** |
| Send letter of resignation or wish not to seek another term to the City Manager. | Send a letter of request to the City Manager. | Associate member follows the application instructions as directed in posting. | Director sends Vacancy to Human Resources for posting on the City of Lowell Website. |
| cc: Director | cc: Director | Notify Director of interest. | Position is posted on City of Lowell Job Opportunities. |
| cc: Chair | cc: Chair | Notify Chair of interest. | Vacancy is posted on Board and Commission Opportunities with a link to the Job Posting. |
| Director sends Vacancy to Human Resources for posting on the City of Lowell Website. | City Manager accepts and recommends reinstatement to City Council at next meeting. | City Manager accepts application and recommends promotion to the City Council at next meeting. | Applicant follows application process instructions as directed in posting. |
|  | City Council approves. | City Council approves. | City Manager accepts application and recommends candidate to the City Council at next meeting. |
| **Abandonment of Position** | City Manager appoints. | City Manager appoints. | City Council approves. |
| The Director and/or the Chair attempts verbal contact with Trustee. | Serve another 3-year term. | Serve for the remainder of the vacant position. | City Manager appoints. |
| The Director and Chair notify the Trustee in writing that appointment to the Board is terminated. |  |  | The City conducts outreach through community partners and on social media to recruit applicants. |
| Director sends Vacancy to Human Resources for posting on the City of Lowell Website. |  |  | The Board is also encouraged to assist in the recruitment process. |

Prepared: March 2021 Adopted: 10.6.21

TRUSTEE – Position Vacancy Checklist