

**TOWN OF PALISADE, COLORADO  
RESOLUTION NO. 2020-17**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF  
PALISADE, COLORADO ADOPTING A PROCESS TO FILL A  
VACANCY ON THE BOARD OF TRUSTEES**

**WHEREAS**, the filling of a vacancy on the Board of Trustees is governed by both the Colorado Revised Statutes and the Town of Palisade Municipal Code and neither cites any specific process; and

**WHEREAS**, C.R.S. § 31-4-303 and PMC § 2-23 both state that the Board of Trustees has the “power of appointment, to fill all vacancies in the Board”; and

**WHEREAS**, the Colorado Municipal League and CIRSA recommends that Boards initiate a formal process with sufficient advertisement of the vacancy to provide transparency and ample opportunity for participation; and

**WHEREAS**, CML and CIRSA further caution Boards to avoid appointing a replacement that will create turmoil or dysfunction within the Board; and

**WHEREAS**, the Board of Trustees desires to adopt a policy to guide the filling of future vacancies on the Board of Trustees.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF  
THE TOWN OF PALISADE, COLORADO, THAT:**

1. The above recitals are hereby incorporated as findings by the Town of Palisade
2. The Board of Trustees hereby adopts the following process to fill vacancies on the Board of Trustees:
  - a. Advertise the vacancy for a period of 14 days, requesting applicants respond in writing to a series of questions regarding their qualifications and desire to serve.
  - b. If the Board desires, select finalists to interview in-person with the Board.
  - c. Select by majority vote a qualified individual to serve in the vacant seat until the next regular municipal election. The vote may be initially performed by ballots to narrow down the top candidate(s) with the appointment to be confirmed by a roll-call vote of the Board of Trustees.

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THIS RESOLUTION was read, passed, and adopted by the Palisade Board of Trustees at the Special Meeting held this 28<sup>th</sup> day of July 2020.

TOWN OF PALISADE, COLORADO

By

  
\_\_\_\_\_  
Mayor

ATTEST:

  
\_\_\_\_\_  
Town Clerk

