

**TOWN OF NEW LEBANON  
RESOLUTION #\_\_\_, 2025  
AGENDA SUBMISSION POLICY – DEADLINE: 7 BUSINESS DAYS PRIOR  
September 9<sup>th</sup>, 2025**

At a duly called and noticed meeting of the New Lebanon Town Board, held on the 9th day of September 9th, 2025, the following Resolution was proposed and seconded:

Resolution by \_\_\_\_\_

Seconded by \_\_\_\_\_

**BOARD AND COMMITTEE VACANCY POLICY – LETTERS OF INTEREST  
REQUIRED**

**WHEREAS**, the Town Board of the Town of New Lebanon values transparency, fairness, and equal opportunity in appointments to Town boards and committees; and

**WHEREAS**, a clear and open process for filling vacancies encourages greater community participation and ensures that qualified residents are considered; and

**WHEREAS**, the Town Board wishes to establish a consistent procedure for announcing vacancies and receiving letters of interest from potential candidates;

**NOW, THEREFORE, BE IT RESOLVED** as follows:

1. It shall be the policy of the Town of New Lebanon that whenever a vacancy arises on any Town board or committee, the vacancy shall be publicly noticed and interested residents invited to submit letters of interest.
2. Public notice of vacancies shall be posted on the Town’s official website, distributed via any regular Town communication channels, and, when appropriate, posted at Town Hall and other designated locations.
3. All letters of interest received shall be reviewed by the Town Board prior to appointment of a new member.
4. This policy shall take effect immediately upon adoption and shall remain in effect unless amended or repealed by further resolution of the Town Board.

Upon the question of the foregoing Resolution, the following Town Board Members voted “Aye” or “Nay” for said Resolution:

Roll Call Vote:

Councilmember Steve Powers \_\_  
Councilmember Elizabeth Kroboth \_\_  
Supervisor Tistrya Houghtling \_\_  
Councilmember Susan Tipograph \_\_  
Councilmember Craig Skerkis \_\_

The Resolution, having been approved by a majority vote of the Town Board, was declared duly adopted by the Supervisor of the Town of New Lebanon.

Dated: \_\_\_\_\_

Marcie Robertson  
New Lebanon Town Clerk