

- 2) Council Members will email Town Clerk INDIVIDUALLY (very important not to copy 3 or more Council Members) your selections by 12:00 PM on Tuesday.
- 3) If there is a tie of highest votes, I will then send instructions on remaining candidates and request another vote by 6:30PM. If no tie, move to step 4.
- 4) Town Clerk provides a live announcement of the highest vote receiver during the virtual meeting.
- 5) Town Council appoints by formal motion process.

FISCAL & STAFF IMPACT: N/A

RECOMMENDATION: It is recommended that the Mayor and Town Council make appointments to the EAB.