

# **Goffstown Public Library**

## **Alternate Trustee Position Policy**

The New Hampshire General Court and the Goffstown Public Library Board of Trustees recognize that scheduling conflicts may occasionally prevent an elected Trustee from attending all Board meetings. To ensure continuity and stability of process, up to three (3) Alternate Trustees may be appointed to serve on the Board as needed. Each Alternate Trustee's term begins upon appointment by the Selectboard and concludes twelve (12) months later.

An Alternate Trustee is an individual recommended by the Library Board of Trustees to the Selectboard for official appointment to the Goffstown Public Library Board of Trustees. Alternate Trustees have the same rights and responsibilities to attend and speak at all meetings as elected and appointed Trustees; however, they may vote only when an elected or appointed Trustee is absent. The specific voting Alternate Trustee will be determined on a rotating basis.

An individual seeking appointment as an Alternate Trustee must submit a completed Volunteer Application form, which is publicly available on the Town of Goffstown's virtual Form Center. Applications are valid for up to one year following initial submission and expire on March 31. To begin the process, candidates must submit their completed application to the Library Board of Trustees and may choose to attend three (3) consecutive Board meetings before formal recommendation. As part of its review, the Board may also choose to interview candidates or pose questions related to the responsibilities of serving on a Library Board of Trustees to assess suitability.

Once appointed by the Selectboard, an Alternate Trustee is expected to attend all regular and special Board meetings. Failure to attend three (3) consecutive meetings without prior notice may result in removal from the position by a majority vote of the Library Board of Trustees. Alternate Trustees will be included on all Board email distributions and are strongly encouraged to read all correspondence to stay informed of ongoing Board business.

In the event that more qualified candidates apply than there are available vacancies, the Board of Trustees will hold a vote to determine which applicants will fill the available Alternate Trustee positions.

Approved GPL Board of Trustees March 21, 2012

Revised & approved June 18, 2014; April 19, 2017; July 17, 2019; September 15, 2021; February 15, 2023; August 6, 2025.