



## Town of Bridgewater Rules and Procedure Committee

April 10, 2025

7:00 PM

The meeting will be held virtually via Zoom.

To attend via video, click on the link below:

<https://us06web.zoom.us/j/82493312138>

To attend via phone, dial: 1(646) 876-9923

**Meeting ID:** 824 9331 2138

### MEETING AGENDA

**Disclosure:** Pursuant to Section 20 of Chapter 20 of the Acts of 2020, An Act Relative to Extending Certain Covid-19 Measures Adopted During the State of Emergency, and the March 31, 2025, extension granted by Chapter 22 of the Acts of 2022, this meeting for the Town of Bridgewater will be fully remote and accessible to the public through remote participation to the greatest extent possible. No in-person attendance is permitted. Citizens who wish to tune in to the meeting may do so via Zoom.

- A. Call to Order**
- B. Public Comment**
- C. Items Referred**
  - a) Ordinance D-FY25-015: Ordinance Establishing the Process for Filling a Vacant Town Councilor Role
- D. Adjournment of Meeting**



# Bridgewater Town Council

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Introduced By: Paul Murphy  
Date Introduced: 1/21/2025  
First Reading: 1/21/2025  
Second Reading:  
Amendments Adopted:  
Third Reading:  
Date Adopted:  
Date Effective:

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## **Ordinance D-FY25-015: Ordinance Establishing the Process for Filling a Vacant Town Councilor Role**

### **Section 1: Purpose**

This ordinance supersedes Ordinance number D-2013-001 and is intended to create a process when a vacancy is to be filled pursuant to Article II, Section 2(E)(c) of the Town of Bridgewater's Town Charter. Its purpose is to ensure continuity of governance while maintaining public trust and adherence to democratic principles.

### **Section 2: Scope**

This ordinance applies to all situations in which Article II, Section 2(E)(c) of the Town of Bridgewater's Town Charter are applicable.

### **Section 3. Town Council Vote**

The Town Council of the Town of Bridgewater has the authority to fill any vacancy under Article II, Section 2(E)(c) of the Town Charter. Prior to initiation of the process set forth below, the Town Council will vote as to whether or not it intends on filling the vacancy. To pass, the vote will require a majority vote of the remaining members of the Town Council. If the vote is not passed, the seat will remain vacant until the following scheduled town election, or if so decided by the Town Council, a special election.

### **Section 4: Notification of Vacancy**

1. Should the Town Council vote to fill the vacancy pursuant to Article II, Section 2(E)(c), The Town Council Clerk shall post a public notice of the vacancy on the town's official website and at all public posting locations, including details about the application process and deadline.

### **Section 5: Appointment Process**

#### **1. Eligibility Criteria:**

- Candidates must meet all eligibility requirements for serving as a Town Councilor as outlined in the Home Rule Charter and applicable state law.

NOT FOR ACTION - FIRST READING

## **2. Application Period:**

- A public application period of no less than 14 days from the date of the vacancy notice shall be observed.
- Interested candidates must submit a formal application, including a resume, letter of interest, and a statement addressing their qualifications and vision for the town.

## **3. Interview Process:**

- The Town Council shall schedule candidate presentations and interviews as part of the next scheduled Town Council meeting following the close of the application period. All eligible candidates will be permitted to present a three (3) minute presentation followed by a brief interview by the remaining Town Council members during this meeting.
  - Interviews shall be conducted in a fair and transparent manner, allowing each candidate equal time to present their qualifications and respond to questions.

## **3. Public Comment:**

- Residents shall be given the opportunity to provide input on the candidates during a designated public comment period following all candidate presentations and interviews.

## **Section 6: Selection**

1. Following the interviews, the Town Council shall vote to appoint a candidate to fill the vacancy using a ranked-choice voting process.
2. Each remaining Council member shall rank the candidates in order of preference.
3. Votes shall be tabulated in rounds: in each round, the candidate with the fewest first-choice votes is eliminated, and their votes are redistributed to the next ranked choice on each ballot. This process continues until one candidate receives a majority of the votes.
4. If no candidate receives a majority after all rounds of ranked-choice voting, the Town Council shall defer to a special election as outlined in Section 7, below.

## **Section 7: Special Election Option**

1. If the Town Council cannot appoint a candidate through the process outlined in Section 6, the vacancy shall be filled through a special election.
2. The Town Council shall vote to hold said election within 90 days of the date in which no candidate receives a majority after all rounds of ranked-choice voting pursuant to Section 6 above, adhering to all applicable state and local election laws.

## **Section 8: Effective Date**

This ordinance shall take effect immediately upon approval by the Town Council and publication in accordance with local and state laws.

## **Section 9: Severability**

If any provision of this ordinance is found to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

## **Committee Referrals and Dispositions:**

NOT FOR ACTION - FIRST READING

Referral(s)	Disposition(s)
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•	•
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Attachments:           None