



Official Policies and Procedures Document

Applying/Nominating a new board member

Direct applications via the website:

- All applicants should first fill out our application form on our website.
- If there are no positions available the webmaster will contact the applicant and send an email similar to the following.
 - “Thank you for your interest in APTV. Currently there are no positions open on the board. According to our charter we can have only up to 9 members of the board. You still can be involved with APTV, see that information under the volunteer tab on our website. We will keep your application on file and alert you when a position on the board opens up.”
- The webmaster will report any applications received at each board meeting.
- If there are openings, a discussion will be held among the board.
- If the board decides to go forward they can ask for an interview to take place.
- The interview can be by a subcommittee or the entire board as determined by the board.
- **The interview should contain but not limited to the following questions:**
 - Why do you want to join the board?
 - What expertise do you have, or what can you bring to the board?
 - Is there anything specific that you would like to work on as being a part of the board?
 - Are there any questions you have for us?
- At this interview the By-laws should be passed out to the applicant.
- At the next board meeting the matter should be discussed (including a report by the interview subcommittee) and voted on.
- If the majority of the board votes to approve this nomination – the president of the Board will:
 - Tell the applicant to submit the “City of Asbury Park Application for Appointment to Citizen Advisory Boards and Commissions” form to the town hall.
 - Report to the city council of the APTV Boards recommendation of the candidate.

Nomination from a Board of Trustee

- A current board of trustee can nominate a new trustee at a Board meeting. Instructing the applicant to fill out our application form on our website.
- The current trustee will make a presentation about his/her nominee with documentations, resumes, personal statements etc. at a board meeting.
- The webmaster will supply the board with the filled out application form.
- A discussion will be held among the board



- If the board decides to go forward they can ask for an interview to take place. The interview can be by a subcommittee or the entire board as determined by the board.
- The interview should contain but not limited to the following questions:
 - Why do you want to join the board?
 - What expertise do you have, or what can you bring to the board?
 - Is there anything specific that you would like to work on as being a part of the board?
 - Are there any questions you have for us?
- At this interview the By-laws should be passed out to the applicant.
- At the next board meeting the matter should be discussed (including a report by the interview subcommittee) and voted on.
- If the majority of the board votes to approve this nomination – the president of the Board will:
 - tell the applicant to submit the “City of Asbury Park Application for Appointment to Citizen Advisory Boards and Commissions” to the town hall.
 - report to the city council of the APTV Boards recommendation of the candidate.

Nominations at Large

- Community members can nominate a candidate for the AP Board of Trustees
- All nominations inquiries should go to the President.
- The President will alert the nominator if there are positions currently available.
- The President will tell the nominator that the candidate must fill out application form on our website.
- The nominator can write a letter of support for the candidate and send it to the President.
- The president will present any recommendation letters at the board meeting in which the candidate will be discussed.
- The rest of the process remains the same.