



# Town of Melbourne Beach

## How to Apply for the Appointment of the Vacant Commissioner's Seat

- 1) You are required to be a registered voter, a resident of the Town of Melbourne Beach for at least six (6) months immediately prior to your appointment, and 18 years of age.
- 2) Submit a letter or email of "Intent to Serve" or a resume. You may email the Town Clerk, Amber Brown at [townclerk@melbournebeachfl.org](mailto:townclerk@melbournebeachfl.org) or to the Town Manager, Elizabeth Mascaro at [townmanager@melbournebeachfl.org](mailto:townmanager@melbournebeachfl.org) or you may drop your information off at Town Hall, 507 Ocean Avenue, Melbourne Beach, FL 32951.
- 3) Your submission must be received in Town Hall by 12:00 pm (noon) on Wednesday, October 23, 2024. You will receive confirmation of your email or a time stamp for any documents delivered to Town Hall.
- 4) Your submission will be reviewed during the Special Town Commission Meeting to be held on Wednesday, October 23, 2024 at 5:00 pm. You are encouraged to attend, as you will have an opportunity to introduce yourself and give a brief summary of why you want to serve on the Town Commission, and answer any questions from the Town Commission. No decisions will be made during this meeting.
- 5) The Town Commission will make a decision during the Regular Town Commission Meeting to be held on Wednesday, October 23, 2024 at 6:00 pm. You are encouraged to attend this meeting as any decision by the Commission will take effect immediately.
- 6) The appointment will last until the next election cycle in November 2025. If you wish to continue to serve, then you would need to run for office for the seat.