

## POLICY ON AUTHORITY, BOARDS, AND COMMISSIONS

### A. Purpose

To establish a standard policy for the City Council to make appointments to the official Authorities, Boards, and Commissions. In the event of any inconsistency between the terms of this Policy and the terms of a City Code provision, the City Code shall govern.

### B. General Provisions

1. The Mayor shall determine how members are identified and selected. The Mayor will appoint two City Council members to three City Council Subcommittees to recruit, interview and recommend appointments to the Mayor and Council for the city's various Authorities, Boards, and Commissions.
2. To the extent possible, the city's Authorities, Boards, and Commissions membership shall be comprised of equal representation from all areas of the city with consideration given to recognizing diversity of backgrounds.
3. The Council shall not discriminate on the basis of an applicant's race, color, ethnic/national origin, religion, age, sex, marital status, disability in the making of appointments.
4. The Authorities, Boards, and Commissions process shall be supported by the City Clerk's office as designated by the City Manager.

### C. Eligibility

Eligibility for appointment to a Board or Commission is identified in the City Code.

### D. Terms

Terms and term limitations for service on each board or commission are identified in the City Code.

### E. Attendance

1. Authorities, Boards, and Commissions shall set policy and procedures through by-laws to act upon member absences.
2. Three consecutive unexcused absences, or as determined by the City Code or individual Authority, Board, or Commission by-laws, may result in a recommendation to remove a member from an Authority, Board, or Commission.

3. A vacancy upon an Authority, Board, or Commission shall be deemed to have occurred by vote of the City Council by resolution.

F. Appointment/Reappointment

1. An open competitive process shall be used to fill any vacancies. The Council's Authorities, Boards, and Commissions Subcommittees may initiate an open and competitive application process and solicit applicants for the position(s). All Authority and Board members or Commissioners completing their term and who are interested in reappointment shall be required to go through the open competitive process.
2. Alternate Authority and Board members in good standing, unless otherwise provided by code, shall automatically succeed to the seat of a vacant board member.

G. Application Process

1. Applicants shall be required to complete an application form provided for this purpose and to submit a completed application to the City Clerk by the specified recruitment deadline.
2. Copies of all applications will be available to the City Council.
3. The City Council Subcommittees shall screen and interview applicants for specific Authorities, Boards, and Commissions prior to recommending the applicant for appointment or re-appointment.

H. Recruitment

Openings for Authority, Board, or Commission positions may be advertised through press releases, the web page, as well as other means available and appropriate for this purpose. Target recruitment will occur as needed at the discretion of the City Council Subcommittee based on the schedule adopted by the City Council.

I. Interview Process

1. In order for an applicant to be considered for appointment, the City Council requires that candidate interviews be conducted for certain Authorities, Boards, or Commissions as identified in the City Code.
2. The interviews are scheduled for and conducted at a meeting of the Council Subcommittee, however, such meetings need not be televised.
3. The City Council Subcommittee may seek recommendations from the staff liaisons regarding the applications on file.

J. Criteria for Appointment/Reappointment

As applicable, the City Council Subcommittees may consider an applicant on the following criteria:

1. Performance – is reliable and willing to devote a set amount of time regularly, demonstrates an interest, specific knowledge, skill set, or area of expertise.
2. Interpersonal Relations –Is respectful of diversity and other's viewpoints, a good team player, shows flexibility and willingness to compromise, and works toward a solution without sacrificing his/her principles.
3. Public Benefit – provides a benefit to the board/commission through: enthusiasm, compassion, or balances the commission geographically and/ or philosophically.

K. Appointment Process

1. Upon completion of interviews by a quorum of the City Council Subcommittees, the Subcommittees will discuss the qualifications of the candidates and make their recommendations.
2. The recommendations are then forwarded to the Mayor and City Council with the request that City Council respond/comment in writing to the Mayor within ten days.
3. Upon the Mayor receiving no adverse comments from a majority of Councilmembers, the Council Subcommittees' recommendations are made by Resolution to the full Council at the next scheduled Council Meeting.
4. The prospective appointee will be notified of the Council Meeting dates at which they shall be introduced to the Council and the public.

L. Vacancy/Resignation

Resignations must be submitted in writing and forwarded to the City Clerk's Office for acceptance by the Mayor.