

## **BOARD OR COMMISSION APPOINTMENT/ REAPPOINTMENT PROCESS GUIDELINES (NOT BINDING)**

### **a. Appointment:**

- When there is an opening on an existing Board/Commission or a new Board/Commission Community Outreach will publicize the opening in the following ways:
  - Email Blast
  - Facebook Post
  - Council Meeting Announcement
- Applications will be received on a rolling basis. Community Outreach maintains the right to wait for competing applications (informing council of this action during Community Outreach report) or move the application to council vote immediately if they feel the candidate is qualified.
- Community Outreach will interview applicant, references will be checked, and current Board/Commission members will be consulted.
- Applicants will be invited to attend the council meeting during which the appointment vote will take place and, if present, may be asked questions by the full council.
- Preference will be given to applicants who meet the following criteria:
  - Have relevant experience/skills to the Board/Commission of interest
  - Have attended at least one (preferably more) meetings of that Board/Commission prior to application
  - Have been interviewed by Community Outreach (Optional)

### **b. Reappointment:**

- When a Board/Commission seat will be expiring, Community Outreach will publicize this as an opening (even if the sitting appointee is interested in reappointment). The opening will be publicized in the following ways:
  - Email Blast
  - Facebook Post
  - Council Meeting Announcement
- Candidates interested in reappointment shall submit an application for reappointment. A deadline for submission will be provided to the candidate in writing.
- Community Outreach will interview applicant, references will be checked, and current Board/Commission members will be consulted.
- Applicants will be invited to attend the council meeting during which the appointment vote will take place and, if present, may be asked questions by the full council.
- Preference will be given to reappointment for sitting board/commission members who meet the following criteria:
  - Have attended more meetings than they have missed during the term (if board/commission regularly meets)
  - Have relevant experience/skills to the Board/Commission of interest
  - Have been interviewed by Community Outreach (Optional)

**When ready to call a vote for appointment/reappointment, Community Outreach will make a recommendation to council on candidate of preference. The recommendation will be available in the council packet so that council members have time to review and ask questions about the recommendation. The appointment/reappointment of Board/Commission members remains dependent on a favorable council vote.**