

**CITY OF BRIGHTON**  
**POLICY REGARDING THE INTERVIEW AND APPOINTMENT**  
**PROCEDURES FOR CITY BOARD, COMMISSION AND**  
**AUTHORITY MEMBERS**

**I. General Provisions:**

- A. The City Council will appoint, by resolution, members to the following Boards, Commissions, and Authorities:
  - 1. Board of Appeals
  - 2. Brighton Housing Authority
  - 3. District Plan Commission Historic Preservation Commission
  - 4. Historic Preservation Commission
  - 5. Liquor Licensing Authority
  - 6. Lodging Tax Advisory Committee
  - 7. Parks and Recreation Advisory Board
  - 8. Planning Commission/Board of Adjustment
  - 9. Urban Renewal Authority
  - 10. Youth Commission
- B. The City Council will interview candidates for the following Board/Commission/Authority:
  - 1. Planning Commission/Board of Adjustment
  - 2. Board of Appeals
- C. Each of the following Boards/Commissions/Authorities will interview candidates for their particular Board/Commission/Authority as more specifically set forth below:
  - 1. Brighton Housing Authority
  - 2. District Plan Commission
  - 3. Historic Preservation Commission
  - 4. Lodging Tax Advisory Committee
  - 5. Parks and Recreation Advisory Board
  - 6. Urban Renewal Authority
  - 7. Youth Commission (interviews are conducted with all applicants during a day training session conducted by Youth Services Staff)

**II. Procedure:**

- A. Publication of Vacancies.
  - 1. 60 days prior to the end of the term for the members of the applicable Board/Commission/Authority, the City Clerk's Office will advertise the vacancies for that Board/Commission/Authority by publication in a local newspaper, on the City's website, at community events and by advertisement on the City's PEG Channel, or other means deemed appropriate by the City Clerk, and advise the City staff liaison to that Board/Commission/Authority of such publication. The City Clerk shall set a deadline for receipt of applications in such publication.
  - 2. City Council and Board/Commission/Authority members shall make a reasonable effort to seek out and encourage qualified citizens to apply for consideration on the City's Board/Commissions/Authorities.

B. Applications.

1. **Prior to the submittal of an application to the City Clerk, every applicant must attend at least one meeting of the Board/Commission/Authority for which an application will be submitted.**
2. The City Clerk will accept applications for the applicable Board/Commission/Authority until the deadline established in the publication. Applications submitted after such date will be kept on file for the following appointment and interview cycle.
3. If an applicant designates more than one Board/Commission/Authority for which he/she wants to be considered, the applicant will be required to complete the application/interview process for the Board/Commission/Authority designated as the first priority on the application before being considered for the next priority.
4. All applications submitted to the City Clerk's Office will be kept on file for a period of two years.
5. The City Clerk will request updated member/vacancy information from the administrative staff for each Board/Commission/Authority, and review the official Board/Commission/ Authority records for accuracy.
6. Any Board /Authority Member or Commissioner whose term will be expiring who wishes to be considered for re-appointment must submit an Application to the City Clerk's Office for Re-Appointment within the same period of time as applications are being accepted. Such applicants for re-appointment will be interviewed with new applicants.
7. Any Alternate serving on a Board/Commission/Authority will be notified by the City Clerk that a vacancy exists on the Board/Commission/Authority, and the Alternate will have the option to submit an application for the open position.

C. Interviews by the Board/Commission/Authority.

1. Each Board/Commission/Authority will conduct its interviews of applicants according to an established and consistent process.
2. The administrative staff for each Board/Commission/Authority will schedule the date and time for such interviews and will be responsible for sending letters to each applicant stating a date, time, and location for the interviews.
3. Each Board/Commission/Authority will prepare a set of interview questions to be asked of all applicants. Each applicant will be asked the same set of questions.
4. Each Board/Commission/Authority will establish a process and procedure for consideration and evaluation of applicants after the interview process.

D. Board/Commission/Authority Recommendation to City Council.

1. Upon conclusion of the interview process and using its established procedure for evaluation of applicants, the Board/Commission/Authority shall consider a resolution setting forth its recommendation to the City Council for appointment of applicant(s).

2. If none of the applicants is deemed qualified for membership on the Board/Commission/Authority, the staff representative shall so inform the City Clerk who shall start the publication process again.

E. City Council Appointments.

1. The City Council shall consider the recommendation resolution from the Board/Commission/Authority at a regular or special meeting.
2. The City Council may, at its sole discretion, adopt or reject the recommendation from the Board/Commission/Authority.
3. If the City Council approves the recommendation from the Board/Commission/Authority, the City Council shall adopt a resolution appointing the member to the applicable Board/Commission/Authority.
4. If the City Council rejects the recommendation from the Board/Commission/Authority, the Mayor shall so inform the staff representative to the Board/Commission/Authority which shall initiate the application/interview process anew.
5. The City Council reserves the right to conduct its own interviews of candidates after receipt of a recommending resolution from the Board/Commission/Authority.
6. After official appointments have been ratified by the City Council, the City Clerk's office will send correspondence to both the appointed members to the Board/Commission/Authority and the applicants who were not appointed, indicating the City Council appointments and the terms of office.
7. Except as provided in relevant provisions of the Brighton Municipal Code which authorize the appointment of Youth Commissioners to certain designated Boards/Commissions, no person may be appointed to serve, and no one shall serve, on more than one of the Boards, Commissions, Authorities listed in Section I above.
8. Appointments to each Board/Commission/Authority shall be by separate resolution.

**III. Swearing-In**

All appointed Board and Authority Members and Commissioners will be sworn in to office by the City Clerk at the City Council meeting at which their appointment was approved by the City Council.