



# Board & Commission Appointment Policy

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CITY COUNCIL MEETING – July 9, 2024

City Staff Representative:  
Department:

Alicia Calderón, City Attorney  
City Attorney's Office

# BACKGROUND

- City Council has adopted a policy regarding the interview and appointment process for city board and commission members.
- Current process requires that 60 days prior to a term ending, the City Clerk's Office advertises the vacancy on the City website and social media sites, and the PEG channel.
- City Council and board/commission members are to encourage residents to apply for openings.
- Boards and commissions are to develop a process and set of interview questions for all applicants.
- Two City Council members conduct interviews on behalf of the Council.

# BACKGROUND

- Applicants must attend at least one meeting of the board or commission for which they submit an application.
- Each board/commission/authority is required to pass a resolution recommending a candidate for appointment that is included in the City Council packet.
- Boards and Commissions may reject an applicant and find the person not qualified. City Council can reject a resolution to appoint an individual applicant.
- Other than youth commissioners, no person may serve on more than one board/commission/authority.

## Proposed Change

Each board/commission will summarize and submit to the City Council the experience and interests of the Applicant as well as the reasons for their recommendation for appointment.



# Proposed Change

The City Council interview committee may determine a candidate is not qualified, needs more than one year of residing within the City, or would be better suited for another board/commission/authority.



# Discussion And Questions

