

**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:

- ~~Board of Appeals~~
- 1. Brighton Housing Authority
- ~~2.~~ District Plan Commission
- ~~2.3.~~ Downtown Development Authority
- ~~3.4.~~ Historic Preservation Commission
- ~~4.5.~~ Parks and Recreation Advisory Board
- ~~6.~~ Planning Commission/Board of Adjustment
- ~~5.7.~~ Sustainability Advisory Board
- ~~6.8.~~ Urban Renewal Authority
- ~~7.9.~~ 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 Brighton Housing Authority~~
- ~~2.~~ Brighton Urban Renewal Authority
- 3. Downtown Development Authority

- 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~~
- ~~2.1.~~ District Plan Commission
- ~~3.2.~~ Historic Preservation Commission
- ~~3.~~ Parks and Recreation Advisory Board
- 4. Sustainability Advisory Board
- 5. 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 on the City's website, on the City's social media sites, 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 is encouraged to attend ~~must attend~~ at least one meeting of the Board/Commission/Authority for which an application will be submitted, or watch a meeting online if available.**
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. Anyone who interviewed within the previous twelve (12) months for the same Board or Commission for which they seek re-appointment does not require another interview, and their application will move forward for appointment.
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.
5. Each applicant will be contacted to inform them whether they will be recommended for appointment to the City Council or if there will not be a recommendation.
6. Each Board/Commission/Authority 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 to the City Council.

D. Interviews by City Council

1. Two council members ~~and the staff liaison~~ will conduct interviews of applicants, ~~and the staff liaison may attend the interview.~~ The City Council shall by majority vote appoint an interview panel consisting of one member from each ward. The City Clerk shall schedule interviews utilizing any two members of the panel, based on their availability. The City Clerk and/or the City Attorney may attend the interview. If an interview is scheduled and a Council Member is unable to attend, the Mayor may replace one panel member to conduct the interview. City Council will select by majority vote the two council members who will conduct the interviews. The two council members will not be from the same ward, and the two council members selected will rotate each year and will be from different wards than the council members selected the previous year.
2. Where more than one applicant has been interviewed for only one vacancy, the City Council will be presented with the slate of candidates and openings on Boards and Commissions at a study session, and the two council members who conducted the interviews will present their recommendations for discussion.
3. The City Council interview committee may determine a candidate is not qualified, needs more than one year of residing within the City, is not suited, or would be better suited for another Board/Commission/Authority.
4. Each applicant will be contacted to inform them whether they will be recommended for appointment to the City Council or if there will not be a recommendation.
5. At the next regular or special meeting, the City Council will be presented with a resolution appointing the applicant(s) to the applicable Board or Commission. Passage of the resolution will require a majority of City Council to vote in favor.

E. 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. Along with the resolution, the Authority, Board, or Commission shall provide to the City Council a summary of the applicant's experience and interests and the reasons for their recommendation.
3. 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.

F. 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 City Clerk 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 after passage of the resolution. If the newly appointed members are unable to attend the City Council meeting, they will be sworn in at the next regularly scheduled meeting of the respective Board/Commission/Authority.

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