

## APPOINTMENT PROCEDURES

### **NEW ADVISORY BOARDS:**

When new boards, commissions, committees or task forces are formed in the city, the following procedures will apply:

1. Public notification - Newsletter and news release to media.
  - a. Covering the purpose, size, objective(s), etc.
  - b. Stating background, which led to Mayor and Council decision. Reference public hearing(s) and concerns, resolution date, etc.
  - c. Request for applications from citizens interested in serving.
  - d. Second notification to be released in 30 days if the original fails to produce an adequate number of applicants.
2. When an adequate number of applicants have been obtained, the following procedures will apply.
  - a. The City Clerk will see that the Mayor and all Council members receive copies of resumes received from interested citizens.
  - b. The Mayor will appoint a Screening Committee who will review resumes and, if necessary, will interview all applicants and will recommend a list of nominees to the Mayor.
  - c. The Mayor will confer with the Screening Committee if there is any difference of opinion.
  - d. The City Clerk will prepare a memo to the Council advising them of the Mayor's recommendations prior to the date of the council meeting at which the Mayor intends to present the list of nominees.
  - e. Council members will raise any concerns about the list prior to the day of the scheduled Council meeting. Council members are also encouraged to meet with or contact any of the nominees at any time during this process.