

# Board or Commission Vacancy Appointment Process

## Current Board or Commission Vacancy Appointment Process

1. Vacancy is advertised on web and newspaper.
2. Applications are received by the City Clerk.
3. Director of department responsible for Board or Commission reviews applications and makes a recommendation.
4. Recommendation and all applications are forwarded to Mayor.
5. Mayor forwards decision to City Clerk.
6. City Clerk prepares memo to Council on behalf of Mayor stating the Mayor's choice for appointment and includes it in agenda packet.
7. At the next Council meeting the Council confirms the Mayor's choice for appointment.
8. Once the appointments have been made letters are sent to all applicants either informing them that they were appointed or thanking them for applying.

## Proposed Board or Commission Vacancy Appointment Process

1. Vacancy is advertised on web and newspaper.
2. Applications are received by the City Clerk.
3. Director of department responsible for Board or Commission reviews applications and makes a recommendation.
4. Recommendation and all applications are forwarded to Mayor.
5. Councilmembers are alerted that copies of staff liaison recommendations and applications are available at City Hall for review for 1-2 weeks.
6. Councilmembers may email the Mayor with their recommendations for appointment.
7. Mayor reviews the applications, staff liaison recommendations, and Councilmember recommendations and forwards decision to City Clerk.
8. City Clerk prepares memo to Council on behalf of Mayor stating the Mayor's choice for appointment and includes it in agenda packet.
9. At the next Council meeting the Council confirms the Mayor's choice for appointment.
10. Once the appointments have been made letters are sent to all applicants either informing them that they were appointed or thanking them for applying.