

CITY OF WOODLAND PARK

POLICY FOR CITY COUNCIL APPOINTMENTS TO BOARDS AND COMMISSIONS

This policy is established to provide a standardized process for the appointments made by City Council to Boards and Commissions/Committees. Prior to the creation of this policy, the City Council had no formal application, interview and appointment policy for each of the Boards, Commissions and Committees created by action of the Council.

This policy shall apply to appointments made by the City Council for positions on the Planning Commission, the Board of Adjustment, the Downtown Development Authority, and all other boards and commissions/committees created by the City Council.

Section 1. Definitions.

The following terms and phrases shall have the following meaning for purposes of this policy:

“Board or commission/committee” shall mean the Planning Commission, the Board of Adjustment, the Downtown Development Authority, and all other boards and commissions/committees created by the City Council.

“Open position” shall mean a position made available due to the expiration of a term of office or due to the creation of a new position on a board or commission. An “open position” shall include both regular member positions and alternate member positions.

“Vacancy” shall mean a position made available prior to the expiration of the applicable term of office due to resignation, incapacitation, ineligibility or other reason. A “vacancy” shall include both regular member positions and alternate member positions.

Section 2. Notification and Advertisement of Open Positions and Vacancies.

A. Open Positions.

1. Notification and advertisement of open positions on a board or commission/committee shall be advertised by the City Clerk in the official city publication, as designated annually by the City Council, as well as other methods commonly used to distribute public information (City website, public information Cable Channel 10, etc.) for a minimum of two consecutive weeks in a weekly publication; and by first class mail, providing each incumbent regular member and each alternate member, if there are

alternate members on the board or commission/committee, with a copy of the notification and advertisement.

B. Vacancies.

1. Boards and commissions/committees with alternate members.
 - a. The City Clerk shall first notify alternate members of a vacant position. If alternate members do not submit an application for the regular vacant position within the time period specified by the City Clerk, the City Clerk shall give notice as provided in Section 2.A.1 of this policy.
2. Boards and commissions/committees without alternate members.
 - a. The City Clerk shall give notice as provided in Section 2.A.1 of this policy.

Section 3. Application and Interview Process.

Positions on boards and commissions/committees shall be appointed by City Council from applicants who have completed the appropriate application form and interview process. Application forms shall be developed and made available to potential board and commission/committee candidates through the City Clerk's office. All applicants, new and incumbent, shall submit the application form to the City Clerk's office.

The City Council shall review all applications submitted for openings and vacancies, and shall conduct interviews of all qualified candidates. Applicants shall be interviewed at a public meeting of City Council. The City Council will endeavor to select candidates possessing the skills, interest, and experiences that will best serve and complement the board and commission/committee's existing membership and expertise.

Section 4. Staff Report to City Council.

Applications from incumbent members or members previously appointed to a board or commission/committee opening shall be accompanied by a report prepared by the City Clerk summarizing the member's history of meeting attendance and absence.

Section 5. City Council Appointment.

Appointments to boards and commissions/committees shall be made by City Council following applicant interviews by the City Council. Applicants shall be interviewed at a public meeting of City Council. Council may, at its sole discretion, request pre-interviews or candidacy recommendations from boards and commissions/committees as part of this process.

Section 6. Modification of Policy.

This policy may be modified from time to time as directed by City Council.