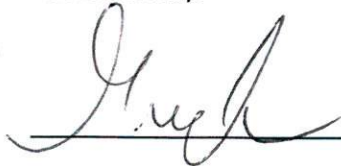


Board and Commission Recruitment and Appointment Procedure

As authorized by Resolution 9910, adopted by the City Commission on February 15, 2011, the City Manager is authorized to approve an internal advertising/appointment procedure for member recruitment. The City Commission makes appointments to over 20 Boards and Commissions. The City Manager's Office is responsible to track terms of the members and facilitates the recruitment and appointment process. The process for appointments is as follows:

1. When a vacancy becomes available, whether through a term limit or a resignation, the vacancy is posted on the City's website and any other means available. The media is encouraged to make the vacancy known to the public. Generally, no paid advertising is done. A deadline for submitting applications is stated in the announcement. At the City Manager's discretion, additional applications may be accepted after the deadline.
2. When the deadline passes, applications will be provided to the appropriate staff representative/board/commission to give them an opportunity for review and submit a recommendation if they desire.
3. In the case of a term eligible for reappointment, if the member is interested in reappointment, the board/commission is given the opportunity to make a recommendation.
4. The City Commission has the ultimate decision for appointment.
5. An agenda report will be prepared for the City Commission's consideration at a City Commission meeting. Once appointments are made, notification letters are sent to all reappointed, incoming, outgoing, and unselected applicants. Unselected applicants are advised they can keep their application active for one year in the event of another vacancy, but they must notify the City Manager's Office.
6. The City Manager has the authority to permit a City employee to serve on a board if the City Manager determines that there would be no conflict of interest.

Authorized by:



12-7-11

Gregory T. Doyon, City Manager

Date