

-PROPOSED DRAFT POLICY FOR DISCUSSION-

**POLICY FOR THE RECRUITMENT, APPLICATION, AND INTERVIEW  
PROCESS OF APPOINTING MEMBERS  
OF CITY BOARDS AND COMMISSIONS MEMBERS**

**Purpose:** The Mayor and City Council of the City of Ramsey have the authority to establish volunteer boards and commissions to advise them on matters affecting the City, as detailed in Chapter 2-155 of the City Code. The purpose of this policy is to outline a process for selecting and appointing representatives to the recruitment, application, and interview process of appointing City boards and commissions members.

**Scope:** This policy applies to the following advisory commissions established by the City of Ramsey: Economic Development Authority, Environmental Policy Board, Park and Recreation Commission, Board of Adjustment-Planning Commission, and to the Charter Commission with the exceptions noted in item number 7.

**Process:** The intent of the process is to ensure that openings on City boards and commissions are publicized to the community at large, that applicants are evaluated objectively and treated fairly and courteously, and that members of boards and commissions are selected on the basis of their qualifications and suitability for the position.

**1 Incumbent reapplication process**

**a) Letter of intent**

Annually, the Human Resources Manager will notify commission members by December 1<sup>st</sup> reminding them of the upcoming term expiration and inviting them to complete and submit a a brief letter of intent indicating their desire to continue serving, along with the option for highlighting additional information such as accomplishments, personal contributions to the commission, and ideas for improving the effectiveness of the commission for review by the evaluation panel.

The evaluation panel will meet to discuss and vote on whether or not a recommendation for reappointment will be made to the City Council. If it is determined that the evaluation panel does not wish to reappoint the incumbent, that individual's seat will be advertised. If it is determined that the incumbent will be reappointed, the incumbent will be notified of his/her new term dates and the seat will not be advertised.

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**2.1. Notification of vacancies**

~~a.~~ Annually, prior to the normal ending date of boards and commissions terms, the Human Resources Manager will prepare a detailed notice of position availability for publication ~~twice~~ in the City newsletter and in the City’s official newspaper, as required by the Charter. ~~Incumbents will be notified by December 1 of each year that their term is expiring March 31 of the following year.~~

~~a.~~

I. Periodically, when an unexpected vacancy on a board or commission occurs, the staff liaison to the commission will notify the Human Resources Manager who will take one of the following actions:

i. -refer back to the most recent recruitment file in an effort to identify a viable candidate that has already successfully passed the interview process. If a candidate is identified and willing to serve on the given board or commission, the Human Resources Manager will consult with the City Administrator and act according to the City Administrator’s direction; if applicable, a resolution appointing the new member will be presented to the City Council; or

~~ii.~~ prepare a detailed notice of position availability for publication once in the City newsletter and in the City’s official newspaper, as required by the Charter.

The application deadline will be no less than two weeks after the date of publication or posting in the City’s official newspaper.

**2. Applicants**

~~Incumbents seeking reappointment and new applicants will be required to complete a City of Ramsey application for boards and commissions and will be considered in one collective recruitment, interview and selection process. Resumes are welcome, but not required.~~

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### 3. Evaluation Process

#### a. Evaluation panel

The evaluation panel for City boards and commissions is the City Council. The evaluation panel will be used only when the number of applicants for a vacancy exceeds five. If there are more than five applicants for a vacancy, the City Council will evaluate the applications and select five applicants to be interviewed by the full City Council.

#### b. Reviewing applications

After the application deadline has passed, the Human Resources Manager will forward all applications to evaluation panel members for scoring. The Human Representative will total the scores and invite the top five scorers to interview.

#### ~~e. c.~~ e. c. Interviewing applicants

##### ~~41)~~ 41) Invitation to interview

The Human Resources Representative will arrange interview times and notify applicants and members of the evaluation panel of the arrangements.

##### ~~52)~~ 52) Interview process

Interview questions will be determined before the interview based on qualifications identified as necessary, as well as to accurately identify each applicant's knowledge, skills, and abilities, and the benefits that the applicant, if appointed, may bring to the board or commission in the future.

~~A short open house will be held prior to interviews. Applicants will interview for City boards and commissions individually.~~

All applicants will be asked the same questions. Depending on responses, some follow-up questions will differ from candidate to candidate for purposes of clarification.

Members of the evaluation panel will evaluate applicants by comparing responses to interview questions, information contained in the letter of interest/application, and potential contribution to the existing diversity of expertise, experience and geographic representation on the applicable board or commission.

Interviews will not be televised but will be held in an open meeting.

##### ~~63)~~ 63) Selection

The chair of each board or commission for which appointments are being considered will be advised of the interview date and time and invited to submit written comments to the City Council and make a recommendation regarding reappointment. The form for written comments will be provided by the city. The final decision regarding appointments will rest with the City Council.

Recommendations from the City Council regarding appointments will be forwarded to the next regular meeting of the City Council for consideration.

When vacancies occur on the EDA, the mayor will make a recommendation for appointment to the City Council.

Except where a vacancy unexpectedly occurs in the middle of a calendar year, all new appointments or reappointments to regular terms on a City board or commission will be effective on April 1. This is to allow the current members of the City Council the opportunity to review and select individuals for seats on boards and commissions.

**d. Notification to applicants**

After the City Council has approved the appointments at a regular meeting of the City Council, the Human Resources Manager will notify all applicants of the results of the process.

**74. Terms**

Board and Commission members shall serve four-year terms, with the exception of members of the Economic Development Authority that serve six-year terms . There will be no limit to the number of terms that can be served. Terms will expire annually on March 31. Incumbents will be allowed to continue to serve until a successor is appointed.

**6. Stipends for members of City boards and commissions**

**a) Amount established by City Council resolution**

Effective July 1, 1996, members of all City boards and commissions (with the exception of the Charter Commission) are eligible for stipends to cover expenses for meetings actually attended. The amount of the stipends is established by City Council resolution and subject to change as deemed necessary by the City Council. Elected officials seated on a board or commission are not eligible for a stipend.

**b) IRS reporting**

Stipends paid to members of City boards and commissions will be reported to the Internal Revenue Service as required by law.

**7. Exceptions pertaining to Charter Commission**

**a) Term limits**

Terms of office for members of the City of Ramsey Home Rule Charter Commission are established by Minnesota Statutes 410.05 subd.2.

**b) Appointment by District Judge**

Appointments to the City of Ramsey Home Rule Charter Commission are made by the Chief Judge of the Tenth Judicial District in accordance with Minnesota Statute 410.05, when a commission member's term expires or a vacancy occurs, the chief judge has 30 days to make an appointment. If the judge fails to make an appointment, the governing body of the city may appoint the new members unless the chief judge indicates in writing to the governing body, within the 30 day period, of his or her intention to make the appointments. In this case, the judge has an additional 60 days to make the appointment.

**8. Service on more than one City board or commission**

Resolution 89-11-302 states that it is the policy of the Ramsey City Council "to avoid appointing individuals to more than one Board or Commission unless adequate representation cannot be accomplished or it is clearly in the best interest of the City of Ramsey to make such appointments to multiple Boards or Commission."

## Revisions

Adopted by the City Council August 13, 1996

Revised by the City Council August, 11, 1997

- Ordinance #97-10 amended City Code 2.03.02 changing terms of office for boards and commissions from two years to four years and establishing a limitation of two consecutive four-year terms, effective August 11, 1997.

Revised by the City Council December 11, 2001

Revised by the City Council December 17, 2002

- Evaluation panel defined as the three members of the Personnel Committee
- The two Board/Commission representatives will have 1.5 votes each

Revised by the City Council November 25, 2003

- New application/questionnaire to be reviewed and scored by evaluation panel. Top five scorers invited to interview.

Revised by the City Council December 9, 2003

Incumbents who wish to apply for another term will submit a letter of interest which will be reviewed by the evaluation panel. The incumbent will be reappointed or the seat will be advertised.

Revised by the City Council March 14, 2006

- Each member of the evaluation panel will receive one vote in order to avoid a tie
- Term limits are abolished.
- Members of the evaluation panel will meet in person to discuss applications for reappointment, as they do with new applications

Revised by the City Council January 27, 2009

- Incumbents and new applicants will be considered in one collective recruitment, interview and selection process.
- Term expiration dates will be adjusted for current and future board and commission members to March 31
- Applicants will be interviewed by the full City Council and the City Council will consult with the chair and vice chair of each board or commission regarding appointments, as deemed necessary; however, chairs and vice chairs will not vote on appointments
- If there are more than five applicants for a vacancy, the City Council will screen the applications and select five applicants to be interviewed

Revised by the City Council June 28, 2011

- Advertising for unexpected vacancies, if needed, will be advertised only once in the Ramsey Resident
- Interviewees will be invited to a short open house prior to interviews
- Interview questions will be revised to more accurately identify each applicant's knowledge, skills, and abilities based on the qualifications identified as necessary and the benefits that the applicant, if appointed, may bring to the board or commission in the future