

**POLICY FOR THE RECRUITMENT, APPLICATION,
AND INTERVIEW PROCESS OF APPOINTING
CITY BOARD AND COMMISSION MEMBERS**

This is a draft policy that allows for incumbents to be evaluated at the same time as new applicants and DOES NOT include the recent discussion regarding even/odd term incumbents.

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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, Article V, Section 2-155 of the City Code. The purpose of this policy is to outline a process for the recruitment, application, and interview process of appointing City board and commission 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 and the Planning Commission. The Charter Commission has a separate policy. This policy does not include the Charter Commission; Charter Commission appointments are ~~not~~ made by the ~~City Council but rather~~ by the Chief Judge of the Tenth Judicial District.

Process: The intent of this policy 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

Annually, ~~the Human Resources Manager staff~~ will notify commission members by December 1st reminding them of the upcoming term expiration and ~~inviting~~ invite them to complete and submit 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 City Council.

The chair of each board or commission for which appointments are being considered will be invited to submit written comments to the City Council, making a recommendation regarding reappointment. If the chair is the incumbent, the vice-chair will be contacted; if both are incumbents, the most senior member of the board or commission will be contacted. The form for written comments will be provided by the city. The final decision regarding appointments will rest with the City Council.

In one collective process, concurrent with new applicants, ~~the~~ City Council will meet, discuss, and determine whether or not a recommendation for reappointment will be made. If it is determined that the City Council does not wish to reappoint the incumbent, the incumbent will be notified, and that individual's seat will be advertised. If it is determined that the incumbent will be reappointed, the incumbent will be notified, and the seat will not be advertised.

Regardless of the incumbent reapplication status, all board and commissions will be advertised to the public.

2. New member application process

Draft Policy Presented 04-12-22 Modified version of A1. This draft is # A2.

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Effective date: Applicable to terms beginning 04-01-2023

- 1) 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 head of human resources 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.
- 2) Prepare a detailed notice of position availability for publication once in the City newsletter with an application deadline date of the last day of the month of the first month of the newsletter edition and in the City's official newspaper, as required by the Charter. The City Administrator will provide the head of human resources with direction as to if this step should occur or to wait until the next annual recruitment process.

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

3.4. Interviews

~~Staff The Human Resources Manager~~ will arrange interview times and notify applicants and the City Council of the arrangements.

If there are more than five applicants per the total number of vacancies to be filled for a vacancy, the City Council will evaluate the applications and select five applicants to be interviewed.

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.

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.

The City Council 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.

4.5. Selection

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. EDA appointments are subject to Minnesota Statute 469.095

Except where a vacancy unexpectedly occurs, creating a vacant seat mid-term, all new

5.6. Notification to applicants

After the appointments have been approved, the ~~Human Resources Manager~~ staff will notify all applicants of the results of the process and take the necessary steps to on-board new members.

6.7. Terms

Board and Commission members shall serve four-year terms, with the exception of members of the Economic Development Authority serving 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.

7.8. Stipends for members of City boards and commissions

Effective July 1, 1996, members of all City boards and commissions 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.

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

8.9. 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."