

POLICY FOR THE RECRUITMENT, APPLICATION AND
JUDGE APPOINTMENT PROCESS ADMINISTRATIVE PROCESS FOR THE
CHARTER COMMISSION APPLICATION, RECRUITMENT AND APPOINTMENT

Note: This is a very rough draft, submitted for discussion only. Many refinements are needed.

Formatted: Font: Italic

AUTHORITY

The Mayor and City Council of the City of Ramsey have the authority to establish a policy for the recommendations to the Charter Commission as established in the City Code.

PURPOSE

To provide for an orderly and fair appointment process, clearly outlining the process for the application, recruitment and appointment of City Charter Commission members to by the Chief Judge of the Tenth Judicial District.

PROCESS (Northfield dates the entire process in detail. We should do the same)

The City Clerk or ~~their his/her designated designee~~ representative (DR) will be responsible for the administration of the appointment process in consultation with the City Council. The City of Ramsey will accept Charter Commission applications at Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey MN 55303 or letters of interest may be sent directly to the Chief Judge of the Tenth Judicial District at..... The timelines/processes below outline the mid-year and annual recruitment and vacancy process. ~~The City Council will be notified~~

Incumbent Application

Formatted: Underline

1. By October 10th, tThe City Clerk will notify ~~staff liaison and~~ Charter Commission members with terms ending on December 31 of the current year, by date... reminding them of upcoming term expiration.
2. The City Clerk will then invite Commission members with expiring terms to complete and submit a brief letter of intent indicating their desire to continue serving.
3. If the member does not wish to be reappointed, the member will be asked to submit their intentions in writing.

Formatted: Superscript

Commented [CL1]: Clarify letter or application (due to new questions being considered for the Judge's consideration.)

1.4. The City Clerk will inform the Mayor and & City Council on a work session agenda item, of the number of incumbents willing to continue to serve and number of open seats, outlining the process for posting openings and time frames for advertising.

New Terms - New Member Application

Formatted: Underline

Prior to the normal ending date of boards and commissions terms, the City Clerk will prepare a detailed notice of position availability for publication in the City newsletter and in the City's

requirements (i.e. meeting dates, residency requirements, number of members attendance, etc.).

~~November – The City Clerk prepares a draft letter for the review by the Mayor and Charter Commission Chairperson to be sent to those with expiring terms. The letter will notify them of the application process for members wishing to be considered for reappointment. The City Clerk will prepare a draft thank you letter for review by the Mayor and Charter Commission Chairperson to be sent to those that have reached term limits.~~

~~November - The City Clerk will publicize vacancies beginning in the November/December issue of the Ramsey Resident, the City's official newspaper, the Community Sign, the City's website (homepage, In the News, and on the Charter Commission page), QCTV and social media on November 1 by sending out notification of vacancies to KYMN Radio, the Northfield News, Northfield.org, posting on the City website and social media. Charter Commission recruitment will be included with other boards/commissions. The announcement will provide instructions for candidates who wish to reapply or make an initial application to a board of commission. the Charter Commission. Applicants will be directed to the City website for online applications and additional information on each board/commission. Applications may also be obtained in the Administration Office at City Hall or at the Northfield Public Library. The application deadline is the first business day of December of each year for applicants wishing to be considered for January appointment.~~

~~Mid November – The City Clerk will send out a reminder via the City's website notifications software, social media, QCTV, (etc. – tbd) and a press release.~~

~~December - The deadline for applicants wishing to be considered for January appointment shall be the first business day of December. Completed applications will be kept on file in the Administration Administrative Services Department Office.~~

RECOMMENDATIONS

- ~~The City Council wishes to preserve the distinct and separate nature of the Charter Commission.~~
- ~~The City Council does not intend to recommend specific candidates, but instead, requests that a letter be provided to the judge on behalf of the City Council recommending deference be given to candidates indicating an avid interest in history, government, philosophy, law, literature or political science.~~
- ~~Furthermore, understanding that wisdom and knowledge are not solely possessed by those who have acquired degrees, the city council requests each applicant be evaluated on their own merits and quality of application rather than necessitating the possession of a degree in the aforementioned fields.~~

Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

TERMS & REQUIREMENTS

1. ~~There will be no limit to the number of terms that can be served~~

11. If a vacancy occurs during the year, the City Clerk shall consult with the Charter Commission Chairperson and inform the Mayor & City Council. The City Clerk will then prepare a letter to notify the Chief Judge of the Tenth Judicial District regarding the vacancy. Resignation letters shall be sent to the Charter Commission Chairperson, Mayor & City Council and copied to the City Clerk.

12. The process for announcing vacancies will begin as noted above. The applications shall be transmitted to the Chief Judge of the Tenth Judicial District within two weeks of the application deadline.

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 (the evaluation panel) 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