

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

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

**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 by the Chief Judge of the Tenth Judicial District.

**PROCESS**

The City Clerk or their designee) 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. The timelines/processes below outline the mid-year and annual recruitment and vacancy process.

**Incumbent Application**

1. By October 10<sup>th</sup>, the City Clerk will notify Charter Commission members with terms ending on December 31 of the current year, 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.
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**

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 official newspaper, as required by the Charter. **List ALL places of additional publication not required by the Charter**

**Mid-year Vacancy**

When an unexpected vacancy on the Commission occurs, or the member is removed from the Commission the City Clerk will take one of the following two actions:

1) Refer back to the most recent recruitment file to identify a candidate, for consideration for the current vacancy. If a candidate is identified and willing to serve on the Commission, the City Clerk will forward the application materials and a letter to the judge on behalf of the City Council. The letter will recommend 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; or

2) 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 **three weeks**) after the estimated delivery date of the Ramsey Resident and the publication in the City's official newspaper.

#### Procedures

**October** – The City Clerk will review and update the Charter Commission web pages to ensure up-to-date and accurate information is posted. The web page should contain a description of the Charter Commission's role and responsibilities, links to guiding documents, and membership requirements

**November** - The City Clerk will publicize vacancies 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. The announcement will provide instructions for candidates who wish to reapply or make an initial application to the Charter Commission.

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

**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 Administrative Services Department.

#### **RECOMENDATIONS**

- 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.

### **TERMS & REQUIREMENTS**

1. There are no limit to the number of terms that can be served
2. Terms are be staggered, ending on December 31<sup>st</sup> of the fourth year in the term
3. Incumbents will be allowed to continue to serve until a successor is appointed (Need Clarification)
4. Applicant must be a registered voter, must not currently serve on the judiciary, must not be a current city council member

### **STIPEND**

Members of the Charter Commission are not eligible for a stipend

### **ADDITIONAL STEPS**

1. The City Clerk or designee will send a response (via e-mail when possible) when applications are received notifying the applicant that the application was received, next steps and the proposed timeline if possible.
2. Copies of applications will be e-mailed to the Mayor and City Council within five business days of the closing date. Copies will also be e-mailed to the Charter Commission Chairperson.
3. The City Clerk will verify eligibility (applicant is a registered voter, applicant is not a member of the city council) and notify the Charter Commission Chairperson and Mayor & City Council.
4. The City Clerk will prepare a letter to transmit the applications to the Chief Judge of the Tenth Judicial District. The applications shall be transmitted to the Chief Judge of the Tenth Judicial District **within two weeks of the application deadline.**
5. The City Clerk will notify applicants (via email, when possible) when their applications have been forwarded on to the Chief Judge.
6. The City Clerk shall forward the Chief Judge's Order Appointing Charter Commission Members to the Charter Commission Members, new appointee and Mayor & City Council.
7. The City Clerk will prepare and administer the acceptance and oath of office to the appointees. The City Clerk will return the acceptance and oath of office to the Chief Judge and Court Administrator within 30 days of appointment. The City Clerk will forward the completed acceptance and oath of office to the Charter Commission Members and Mayor & City Council.

8. The City Clerk will ensure that the appointees receive the City of Ramsey's Personnel Policy and sign the acknowledgment form

9. The City Clerk and City Administrator will work with the Charter Commission Chairperson regarding contacting new members to provide information on the commission meeting schedule, and other orientation materials needed.

10. In consultation with the Mayor and Charter Commission Chairperson, the City Clerk prepares letters for those who have not been selected, thanking them for their interest. This notice will let them know that their application will be kept on file for one year, in case of vacancies, or for consideration for appointment to other boards and commissions.

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.

Date: Draft presented 04-12-22 (Missing Pages)

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