

POLICY FOR THE RECRUITMENT, APPLICATION AND  
JUDGE APPOINTMENT PROCESS FOR THE  
CITY OF RAMSEY'S CHARTER COMMISSION

**Note: This is a very rough draft, submitted for discussion only.**

**AUTHORITY**

The Mayor and City Council of the City of Ramsey have the authority to establish a policy for 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 by the Chief Judge of the Tenth Judicial District.

**PROCESS**

The City Clerk or their designee will be responsible for the administration of the recruitment, application and judge 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 via the City website or letters of interest may be sent directly to the Chief Judge of the Tenth Judicial District. The timelines/processes below outline the annual and mid-year recruitment and application process.

**Calendar Year Terms - Incumbent Application Process**

1. By September 15<sup>th</sup> the City Clerk or designee 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 or designee will then invite Commission members with expiring terms to complete and submit a brief letter of intent indicating their desire to continue serving.
3. Letters of intent will be mailed to the Chief Judge upon receipt by the City Clerk or designee.
4. If the member does not wish to be reappointed, the member will be asked to submit their intentions in writing.
5. By October 31<sup>st</sup>, 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.
6. If all incumbents wish to be reappointed, the City Clerk will / or will not Advertise for new members.

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

**Commented [CL2]:** Verify this council direction.

**Commented [CL3]:** Get direction from the Council.

**Calendar Year Terms - New Member Application**

1. By October 1<sup>st</sup>, the City Clerk or designee will prepare a detailed notice of position availability for publication in the November/December issue of the City newsletter, as required the Charter.
2. By November 1<sup>st</sup> the City Clerk or designee will prepare a detailed notice of position availability for publication in the City's official newspaper, as required by the Charter.
3. By November 20<sup>th</sup>, an additional electronic advertising push will occur, announcing the application deadline as the first business day in December.
4. Completed applications will be kept on file in the Clerk's Office for fourteen months.

**Partial Year Terms – New Member Application Process to fill Mid-year Vacancies**

When an unexpected vacancy on the Charter Commission occurs, or a member is removed from the Commission the City Clerk or designee will notify the Chair of the Charter Commission and the City Council. The City Clerk or their designee will then 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.
  - a. 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.
  - b. ~~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.
  - a. Once in the City's official newspaper, as required by the Charter.
  - b. Also, in an abundance of caution and in order to meet the requirements of the City Charter and Minnesota Statute 410.05, a small ongoing advertisement will be included in each issue of the newsletter.
  - c. 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.
  - d. City Clerk to arrange for interviews or send a letter to the judge asking to have the applications reviewed?

**Commented [CL4]:** What if there is more than one vacancy? And there is more than one viable candidate? Do they get ranked?

**Commented [CL5]:** This may be a challenge

**Commented [CL6]:** Consider "the first business day of the Newsletter's second month". For example, the January/February edition of the newsletter would list "First business day in February as the application deadline.

**Commented [CL7]:** Need clarification on this.

**Advertising**

All vacancies will be advertised as follows: City newsletter, City Website (Charter page, In the News and Spotlight), QCTV, the City's official newspaper, Community Sign and Facebook.

### City Website

The City Clerk or designee 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

### Recommendations

1. The City Council wishes to preserve the distinct and separate nature of the Charter Commission.
2. ~~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.~~
3. ~~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.~~

**Commented [CL8]:** How does this fit with the revised application questions or possibly adding an interview panel (based on the Judges email)?

### New Section:

Interview Panel/Process (per Judge's email) to send a list of recommended candidates.

Possible Interview Panel: As availability allows, up to three members of the City Council, the Chair of the Charter Commission, the Chair of Economic Development Authority, Chair of the Environmental Policy Board and Chair of the Planning Commission. Other \_\_\_\_\_

**Commented [CL9]:** Get the Council's direction on this.

### TERMS & REQUIREMENTS

1. If state law differs from this policy, state law will prevail.
2. There are no limit to the number of terms that can be served
3. Terms are be staggered, ending on December 31<sup>st</sup> of the fourth year in the term
4. Incumbents will be allowed to continue to serve until a successor is appointed as per Minnesota Statute 410.05 Subd. 2
5. 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.

**Commented [CL10]:** If a fitting and professional automated response is an option; it will be programed.

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 or designee 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 or designee will prepare a cover 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 or designee will notify applicants (via email, when possible) when their applications have been forwarded on to the Chief Judge.~~
6. The City Clerk or designee shall forward the Chief Judge's Order Appointing Charter Commission Members to the Charter Commission Chair, new appointee and Mayor and City Council.
7. The City Clerk or designee will prepare and administer the acceptance and oath of office to the appointees. The City Clerk or designee will return the acceptance and oath of office to the Chief Judge and Court Administrator within 30 days of appointment. The City Clerk or designee will forward the completed acceptance and oath of office to the Charter Commission Chair and Mayor & City Council.
8. The City Clerk or designee will ensure that the appointees receive the City of Ramsey's Personnel Policy and sign the acknowledgment form
9. ~~The City Clerk or designee 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 or designee will prepare 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 fourteen months, 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 or designee shall consult with the Charter Commission Chairperson and inform the Mayor and 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 and City Council and copied to the City Clerk's office.
12. The process for announcing vacancies will begin as noted above "Partial Year Terms – New Member Application Process to fill Mid-year Vacancies". The applications shall be transmitted to the Chief Judge of the Tenth Judicial District within two weeks of the application deadline.

**Commented [CL11]:** If there is an interview panel, should the panel also receive applications?

**Commented [CL12]:** This is contingent upon if there is an interview panel or not.

Date: Updated draft for presentation at the 05-10-22 work session