

Ordinance Title: Board and Commission Interview Procedures

Section 1: Composition of the Interview Committee

The composition of the interview committee shall include: 3 Councilmembers, PZ Chair and EDC Chair

- Three members of the city council ~~and one alternate member of council.~~
- The chair or their designee from the Planning and Zoning (P&Z) committee.
- The chair or their designee from the Economic Development Committee (EDC).
- The chair or designee from the respective board or commission of the interviewees.

Section 2: Communication Protocol

The chair shall personally contact each interviewee by phone to communicate the selection outcome with sensitivity and professionalism, acknowledging the candidates' time and effort. Transparent communication upholds the integrity of the selection process and demonstrates respect for the candidates' participation.

Section 3: Reappointment Process

Volunteers seeking reappointment to a board or commission must update their application. The board or commission chair can recommend reappointment based on the volunteer's performance. The final decision on reappointment rests with the city council, considering the chair's recommendation and other relevant factors. Reappointment decisions aim to ensure that qualified and dedicated volunteers continue to serve effectively.

Section 4: Handling Vacancies

The interview chair has the authority to meet with the board chair and liaison of a board, excluding the P&Z and EDC, to address a single vacancy if needed outside of the regular schedule. In the case of vacancies within the P&Z and EDC boards, the interview board must convene to fill a vacancy if it falls outside the regular interview cycle. This process maintains adherence to established guidelines and procedures, promoting organization, transparency, and compliance with regulations.

Section 5: Vacancy Extension

The board may choose to keep a board or commission vacancy open if qualified applicants are lacking and may request an extension of the recruitment period to attract suitable candidates.