

Subject: Volunteer Board Appointment Policy
Resolution Number: 2018-52

Approved By: City Council
Effective Date: 10/10/2018

PURPOSE:

The purpose of this Board and Commission policy is to establish an appointment policy for volunteer boards and commissions that is consistent, in compliance with Iowa Code Section 69.10, and encourages participation of qualified citizens in local government.

SCOPE:

This policy is applicable to all persons nominated to all City boards and commissions throughout the City of Center Point.

POLICY:

Definitions:

Minority Gender- if a board has an odd number of members, it is half minus one or more.

Majority Gender- if a board has an odd number of members, it is half plus one or more.

Process:

- (1)** No later than four (4) months prior to the expiration of any term, the City Clerk shall send a letter to all individuals whose terms will expire advising them that the term will end and if interested in continuing to serve, they shall notify the City Clerk verbally or in writing within 14 days of the date on the letter that they are interested in being appointed for another term.
- (2)** The City Clerk begins advertising the openings no later than three months prior the expiration of any term. The deadline for receipt of applications is approximately two (2) weeks prior to the expiration date to ensure that the Mayor/Council will have sufficient time to consider the applicants and take formal action at a Council meeting.
- (3)** The City Clerk may advertise the position in any recognized publication in Clayton County, on the City's website, social media page, radio station, posting a notice in a public place, or a combination of any of these.
- (4)** Applications shall be completed and returned to the City Clerk's office.

Selection:

- (1)** If a board member wishes to serve another term and is of the minority gender on the Board, the person shall be reappointed by the Mayor/Council without the required advertising.
- (2)** If a board member wishes to serve another term and is of the majority gender as defined by § 69.16A, the City Clerk shall begin advertising the opening no later than three (3) months before the expiration. If a qualified person of the minority gender on a board applies, the Mayor/Council shall appoint the person of the minority gender

- (3) If position will be vacant upon expiration on the term and more than one qualified member of the minority gender on the board applies for the position, the Mayor/Council shall appoint the most qualified minority gender applicant.
- (4) If position will be vacant upon expiration on the term and more than one qualified member of the minority gender on the board applies for the position, the Mayor/Council shall appoint the most qualified minority gender applicant.
- (5) If no members of the minority gender on the board apply for the position, the Mayor/ Council shall appoint the most qualified applicant for the position.
- (6) Council may establish an interview process if more than one qualified person applies for the position.
- (7) The Mayor shall appoint with Council approval members of the Library Board of Trustees, Board of Adjustment, and Planning & Zoning Commission.
- (8) The City Clerk shall notify the successful and the unsuccessful candidates by letter.

Resignation:

- (1) If a board member resigns prior to the expiration of the member's term, the member shall notify the City Clerk in writing and the Council shall take formal action at the next meeting on whether to accept the resignation.
- (2) Upon acceptance of the resignation the City Clerk shall advertise the position for a minimum of 30 days.
- (3) If a qualified member of the minority gender applies for the position, the Mayor/Council shall appoint the member of the minority gender.
- (4) If more than one qualified member of the minority gender on the board applies for the position, the Mayor/Council shall appoint the most qualified minority gender applicant.
- (5) If no qualified members of the minority gender apply for the position, the Mayor/Council shall select the most qualified applicant.
- (6) Council may establish an interview process if more than one qualified person applies for the position.

Death:

- (1) In the event a board member passes away before the expiration of the term, the City Clerk shall advertise the position a minimum of 30 days.
- (2) Steps 3 through 6 under resignation shall be repeated.