

City of Commerce

Policy: Boards, Commissions and Authorities

Policy: This policy is to provide a guideline for appointments to Boards, Authorities and Committees to select new member

Reason: To apply a standard process for current board members to follow when a vacancy on a particular board becomes available. This policy provides the Mayor and Council better consistency in selecting those who are interested in volunteering

Procedure:

(1) Once per year, at the January work session of Mayor and Council, the terms and dates of each board member will be reviewed

(2) All those interested in reappointment shall notify the Chairperson of the Board of their intentions along with a completed application (only one application needs to remain on file) That name, if approved by the current board, will be submitted to the city manager one month before the term expires so it would be confirmed in an official meeting.

(3) Where there is a resignation or an open vacancy for a position:

- The city manager will be informed by board chairman in writing of the vacancy or resignation of a board member upon receipt. Vacant board seat will be listed on the City of Commerce website for 30 days stating applications are being accepted.
- Current board members or any citizen of the City of Commerce can solicit possible candidates, who possess the necessary qualifications to fill the vacated seat. The interested citizens will complete an application and present to the chair of the board. All interested citizens of the City of Commerce may complete an application for a vacant position. (application at www.commercega.org)
- The chairperson and one (1) other board member will serve as a nominating committee and collect those names of persons who are interested in serving. The nominating committee will conduct a screening of qualifications, skills, and interest for the position. If the vacancy for the board is the chairman, the vice-chair board member will serve on the nominating committee with one board member. If for some reason in the interview process, they are disqualified, the process will start over
- The best candidate is chosen for the vacancy by the committee.
- The nominating committee recommendation along with the completed application will be forwarded to the City Manager for action and review
- The Mayor and Council will review the details of the application at a scheduled work session and will vote on the applicant in a regular meeting
- The Mayor and Council reserves the right to use discretion for any nomination