

 <p style="text-align: center;">CITY COUNCIL POLICY</p>	CP 1-5
	Category: General
TITLE:	Department: City Clerk
Appointment to Boards and Commissions	Approved: July 10, 2007

A. Purpose

Pursuant to City Code § 2-157, to establish a standard policy for the City Council to make appointments to the official boards and commissions. In the event of any inconsistency between the terms of this Policy and the terms of a City Code provision, the City Code shall govern.

B. General Provisions

1. By January 30th of each year the Mayor shall appoint three Council Members to serve on the City Council Subcommittee on Board and Commission Appointments.
2. The Mayor shall appoint one member to serve as chair.
3. The Council Subcommittee on Board and Commission Appointments shall determine how members are identified, selected, processed, trained and recognized for service.
4. To the extent possible, the City's Boards and Commissions membership shall be comprised of equal representation from all areas of the City.
5. All official Advisory Boards, Commissions, Authorities, and Committees meet a minimum of once per year to elect officers and discuss or act on other issues as appropriate to the Public Body.

C. Applicability/Definition

For the purposes of this policy, the term board or commission shall include the appointed bodies identified in Peoria City Code §§ 2-150 and 2-152, as may be amended by Ordinance.

D. Eligibility

Eligibility for appointment to a board or commission is identified in City Code.

E. Non-discrimination

The Council shall not discriminate on the basis of an applicant's race, ethnic background, creed, age, sex, marital status, or sensory or physical handicap in the making of appointments.

F. Terms

Terms and term limitations for service on each board or commission are identified in City Code.

G. Concurrent Offices

A person shall serve on no more than one regular scheduled board at any time and no person shall serve on any regular scheduled board and unscheduled board where the duties are deemed to be incompatible by the City Council.

H. Attendance

1. Boards and Commissions shall set policy and procedures through By-laws to act upon member absences.
2. Three consecutive unexcused absences, or as determined by City Code or individual Board or Commission By-laws, may result in a recommendation to remove a member from a Board or Commission.
3. It shall be the responsibility of the Staff Liaison Department to notify the member of the Board's or Commission's recommended action and to forward the recommendation to the City Council for the consideration.
4. A vacancy upon a Board or Commission shall be deemed to have occurred by vote of the City Council by Resolution.

I. Appointment/Reappointment

1. An open competitive process will be used to fill any vacancies. The City Council Subcommittee on Board and Commission Appointments will initiate an open and competitive application process and solicit applicants for the position(s). All board members or commissioners completing their

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term and who are interested in reappointment will be required to go through the open competitive process.

2. Alternate Board members, unless otherwise provided by code, shall not automatically succeed to the seat of a vacant board member, and will be required to go through the open competitive process required to fill the vacancy.

J. Application Process

1. Applicants as well as the incumbent shall be required to complete an application form provided for this purpose and to submit a completed application to the City Clerk by the specified recruitment deadline.
2. Copies of all applications will be available to the City Council.
3. The Council Subcommittee may screen and interview applicants for specific Boards and Commissions prior to recommending the applicant for appointment or re-appointment.
4. Annual renewal and/or update of all applications on file are required.

K. Recruitment

Openings for Board or Commission positions shall be advertised through press releases, the web page, as well as other means available and appropriate for this purpose. Target recruitment will occur at the discretion of the City Council Subcommittee.

L. Interview Process

1. In order for an applicant to be considered for appointment, the City Council may require that candidate interviews be conducted for certain Boards or Commissions as identified in the City Code.
2. At the discretion of the Council Subcommittee, Staff Liaisons may be asked to attend and participate in the interview process. The interviews are scheduled for and conducted at an open public meeting of the Council Subcommittee.
3. As designated by the Council Subcommittee certain Boards or Commissions require only a review of the application on file. The

Subcommittee shall seek recommendations from the Staff Liaisons in regards to the applications on file.

M. Criteria for Appointment/Reappointment

1. As applicable, the Council Subcommittee will consider an applicant on the following criteria:
2. Minimum Performance – attendance, basic understanding of the issues and participates in discussion. Has well thought out arguments, logically presented, and is a good advocate. Shows ability to analyze complex issues and to judge issues on substantive grounds. Understands difference between quasi-judicial and legislative matters.
3. Personal Relations – has good understanding of relative roles of Council, Commissioners, and Staff, and is sensitive to Staff's job. Is generally respectful of other's viewpoints. Is a good team player, shows willingness to compromise, and works toward a solution without sacrificing his/her principles.
4. Growth/improvement – has shown personal and or intellectual growth in the position. Has shown improved performance, has taken advantage of continuing education opportunities, and attended available training.
5. Public Benefit – provides a benefit to the commission as a body; provides or enhances balance on the commission geographically and/ or philosophically.

N. Appointment Process

1. Upon completion of the interviews, the Subcommittee will discuss the qualifications of the candidates and make their recommendations.
2. The recommendations are forwarded to the Mayor and Council with the request that Council respond/comment in writing to the Mayor within 10 days.
3. Upon the Mayor receiving no adverse comments from a majority of Council members, the Council Subcommittee's recommendations are made by Resolution to the full Council at the next scheduled Council Meeting.

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4. The prospective appointee shall be notified of the Council Meeting dates at which they shall be introduced to the Council and the public and presented a mounted certificate of appointment.

O. Training Process

1. The City will provide Boards and Commissions Basic and Advanced Training and others as determined necessary to assist members in their appointed roles.
2. Basic Training is required for all new members. Staff Liaisons and Department Directors are also required to attend the basic training. Chairs and Vice Chairs are encouraged to attend the Advanced Training.
3. Basic and Advanced Training will be offered a minimum of one time per year.

P. Loyalty Oath

1. State Statute requires that the Loyalty Oath be taken by all appointed members no less than 24 hours prior to the first Board or Commission meeting.
2. Newly elected/appointed members of the Public Safety Retirement Boards for Fire and Police must take the Loyalty Oath within 10 day following appointment.
3. Staff Liaisons are responsible for obtaining the Loyalty Oaths, and ensuring the new member is sworn in as required by laws.

Q. Vacancy/Resignation

Resignations must be submitted in writing and forwarded to the City Clerk's Office. All vacancies must be declared by an adopted Resolution of the City Council.

R. Service Recognition

An annual recognition event shall be held to honor all seated Board and Commission members for their service and dedication. Out going members shall be presented an engraved service award plaque; Chairpersons will receive a plaque with a gavel signifying the designation.

APPROVED:

/S/
Bob Barrett, Mayor

APPROVED AS TO FORM:

/S/
Steve Kemp, City Attorney

Adopted: 10/02/02, CC #92-2R [Prior Numbering: CP 02-02]
Amended: 7/10/07, CC #SS3B