

City Volunteer Selection Process

Vacancies.

January 1	Appointments made in December prior
May 1	Appointments made in April prior - *, **
Resignation	Appointments made as soon as possible after advertising vacancy

* May appointments are mandated by State law for the Airport Board, Park and Recreation Board, Utility Board

** student representatives are appointed in May for one year terms to Disability and Human Rights Committees

Recruitment

The City of Brookings wants to give as many citizens as possible the opportunity to participate in local government and provide their viewpoint on topics of concern to the City Council. Prior to the expiration of a volunteer's term or upon notification of a resignation, the City Clerk prepares and distributes a press release to radio and print media and the city website for all vacancies on City boards, committees, and commissions including partial terms.

Advertising Policy: *The City of Brookings will notify the public of any vacancies of volunteer or compensated positions on boards, committees and commissions of the City. Notification of vacancies will consist of press releases to local media at least two weeks prior to the appointment (Source: Resolution No. 94-94 dated September 6, 1994).*

If there is little or no response to an advertisement, the City Clerk will re-advertise the position and extend the application deadline.

Applications for Appointment and orientation packets specific to a board of choice are made available at the Office of the City Clerk. Applicants are required to review the orientation packet prior to submission of their application and return a signed application and supporting information, to include signing the City *Code of Ethics*, to the City Clerk by the advertised deadline.

Applicants may apply for more than one board by indicating 1st, 2nd, 3rd, etc., preferences. Individuals currently serving on a city board are not prevented from applying for a different board. However, that volunteer would be required to resign from the previous board.

One Board Policy: *The City Council desires to give as many citizens as possible an opportunity to serve upon the various boards and commissions. It is the policy of the City of Brookings that citizens may not serve on more than one committee, board or commission at a time (Source: Resolution No. 04-94).*

The City Clerk retains applications for up to two years. The City Clerk also maintains a list of all individuals who have volunteered for a position. The City Clerk will maintain the applications of appointed volunteers on file for the duration of their service.

Mayoral Volunteer Appointment Process

Section 2.03 of the Brookings City Charter, provides that the Mayor shall "....appoint with the advice and consent of the Council the members of citizen advisory boards, committees and commissions, ..."

The following recites the general process followed by the Mayor and City Clerk in the appointment process. It is designed to permit Council members to exercise their "advice and consent" roles during the process. Council members will be notified of upcoming appointments, may encourage potential applicants to submit applications to the City Clerk, and will be provided a list of volunteer applicants who have applied following the closing date for applications. Normally only those who have filed applications are considered for appointment. Council members are encouraged to discuss with the Mayor information or suggestions that they may have concerning applicants.

The book of filed applications is maintained by the City Clerk and is available for review by the public.

1. The City Clerk will contact incumbents whose terms are expiring and inquire if they wish to be considered for reappointment.
2. The City Clerk's Office prepares a packet of information for the Mayor that includes the following:
 - Incumbent reappointment requests
 - Copies of current Applications for Appointment (those responding to the press release)
 - Copies of prior Applications for Appointment on file
 - A summary on the specific Board's purpose
 - Specific Board composition requirements (professional designation, residency limitations, bylaw requirements, etc.)
3. After providing the Mayor with the applicant packet information, the City Clerk will email the City Council a summary list that includes the following:
 - Incumbent reappointment requests (including dates of prior service)
 - Names of new applicants
 - Names of applicants on file
 - Summary on the specific Board's purpose
 - Specific Board composition requirements, if anyAdditional information is available in the City Clerk's Office

If Council members have information or recommendations concerning applicants that they wish the Mayor to consider, they should confer with the Mayor within 7 days following receipt of the applicant list.

4. The Mayor may seek appointment recommendations from the specific board, committee, or commission by contacting the Board Chairman.
5. The Mayor may conduct personal interviews with applicants.
6. The Mayor may seek out candidates who have not applied and invite them to submit an application for consideration. The Mayor, when necessary, may accept applications after the published closing date.

7. The Mayor shall submit, or cause to be submitted, a list of planned appointments to the City Council members in the Council action agenda packet prior to the date for Council action. The document shall include:
 - Names of Mayor's appointments including dates of prior service
 - A brief statement on appointee's qualifications
 - A summary on the specific Board's purpose
 - Specific Board composition requirementsAdditional information will be available in the City Clerk's Office.
8. Formal City Council action on all appointments is required and will normally be listed on the consent agenda.
9. Upon appointment, volunteers are sent a letter of congratulations and a certificate of appointment. Applicants who are not appointed will be advised in writing.
10. The City Clerk provides the name and contact information of the new volunteer to the appropriate Department staff person to coordinate a formal orientation.