

## Advisory Board Appointments

**Recruitment.** Members of the Governing Body, Advisory Board Members, and the City Manager, are encouraged to **actively recruit qualified members** to apply to serve on Advisory Boards.

They should constantly be on the look-out for potential board members. Throughout the year, they should check-in with board members and staff to compile a running list of potential board members and the value they would add to the organization.

### Procedures:

The **vacancy report** is provided to assist in meeting these goals by including current vacancies **and** upcoming vacancies.

**Current Vacancies:** Current vacancies need to be filled in a timely manner to ensure meetings do not get canceled due to lack of quorum.

- Commissioners can send nominations to the City Clerk at any time.
- The list of nominations for vacant positions will be provided to the City Commission each Monday at 12:00 p.m. and will be included in the agenda posted on Thursday.
- Commissioners should review the list of nominations and notify the City Clerk before the agenda is posted if they wish to remove a nomination.

**Upcoming Vacancies:** Upcoming vacancies are provided well in advance of the expiration of term to provide the City Commission time to solicit and vet candidates (see **recruitment**).

- Commissioners can send nominations to the City Clerk at any time.
- The City Clerk will keep a list of nominations for upcoming vacancies.
- When a position is **within 60 days of expiration**, nominations for that position will be included in the list provided to City Commissioners each Monday at 12:00 and included in the agenda posted on Thursday.
- Nominations for upcoming vacancies **will not be placed on an agenda for approval more than 60 days in advance of the expiration of term.**

**Reappointments:** If an upcoming vacancy is held by someone eligible for reappointment, it will be highlighted in yellow.

- The City Clerk will contact members to confirm their interest in reappointment.
- Reappointments to positions **within 60 days of expiration** will be included in the list provided to City Commissioners each Monday at 12:00 and included in the agenda posted on Thursday.
- Reappointment to upcoming vacancies **will not be placed on an agenda for approval more than 60 days in advance of the expiration of term.**

**Initial terms for new boards:**

Positions 1, 2, 3: 3-year term (eligible for 1 additional 3-year term, total 6 years)

Positions 4, 5: 2-year term (eligible for 1 additional 3-year term, total 5 years)

Positions 6, 7: 1-year term (eligible for 2 additional 3-year terms, total 7 years)

- Historically, positions are assigned in the order they are appointed – Ex. first appointment assigned to position 1, second appointment assigned to position 2, etc.
- The City Commission can assign specific position to appointees.