

# Council Business Meeting

July 20, 2021

<b>Agenda Item</b>	Process for Commission Appointments	
<b>From</b>	Melissa Huhtala	City Recorder
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## **SUMMARY**

Council has requested for a Commission Appointment Process.

## **POLICIES, PLANS & GOALS SUPPORTED**

N/A

## **PREVIOUS COUNCIL ACTION**

On April 20, 2021, Councilor Graham moved and Councilor Jensen seconded a motion that included a revisiting of the Commission Appointment Process. The motion passed unanimously.

On May 4, 2021, Councilor Jensen moved and Councilor Seffinger seconded to place on the June 1 Agenda an item titled “Consideration of a Draft Resolution establishing a specific agreed upon vetting process for all future City Commissions.” The motion passed four to two.

On June 15, 2021 Council Meeting Council directed the City Recorder to draft a detailed draft and timeline for City Commission appointments consistent with the letter and the existing AMC Code and that this draft be brought back to Council for approval within 30 days. The motion passed unanimously.

## **BACKGROUND AND ADDITIONAL INFORMATION**

The process for appointing Commissioners to the City commissions is an important function for both the Mayor and City Council. Below are several AMC sections that address and authorize these appointments.

2.10.015. All successors to original members of an advisory commission or board, shall have a three (3) year term, except as otherwise provided in the appointment order and except for certain members of the Municipal Audit Commission, as provided in AMC [2.11.015](#). Notwithstanding the three-year limitation, Planning Commissioners shall serve for terms of four (4) years with terms expiring on April 30 of the fourth year, and Budget Committee members not on City Council shall serve for terms of four (4) years, with terms expiring on June 30 the fourth year. All other regular terms shall commence with appointment and shall expire on April 30 of the third year, unless otherwise provided in the appointment order. The appointing authority may stagger terms in the original appointment order as necessary. Members may serve two (2) terms on any single commission or board, after which time the Mayor and Council will give due consideration to other qualified candidates before making a reappointment. Any vacancy shall be filled by appointment by the Mayor, with confirmation by the City Council, for any unexpired portion of the term as provided in AMC [2.04.090.C](#). (Ord. 3100, amended, 2014; Ord. 3003, added, 02/18/2010).

204.090 (C). Regular Commission and Board Membership Appointments. Except for the Municipal Audit Commission (AMC 2.11) all Regular advisory committees and boards not required by state law to be appointed by the City Council shall be appointed by the Mayor with the consent of the Council. The Mayor may request assistance or recommendations from Councilors in making appointments.

204.100 (F). Advice on Filling Vacancies. The Council Liaison for each advisory body, together with the advisory body chair and assigned staff liaison, will make recommendations to the Mayor for appointment of citizens to fill vacancies on their respective advisory bodies.

The proposed Mayoral Commission Appointment Process is as follows:

1. Vacancy is advertised by City Recorder.
2. Applications get sent to the Recorder. Recorder will let the applicant know the application has been received and how the review process works.
3. The Recorder sends the application to the Mayor. The Recorder will also the Council Liaison and Staff Liaison as an update on who has applied.
4. Mayor interviews the applicant.
5. Applicant attends a meeting and meets with the Chair.
6. Chair provides feedback.
7. Mayor recommends appointment to Council. Recorder will inform the applicant when their appointment will be considered by Council. If rejected, Recorder should send a thank you for applying letter or email to applicant.
8. Council approves recommendation at a Regular Council Meeting. If applicant is appointed or reappointed, the Recorder will send out a congratulations letter or email outlining the meeting date, time, location, the advisory body handbook, reminder to sign acknowledgment of policies, and contact information for the Commission Chair, Council liaison, and staff liaison the day after the appointment.

**FISCAL IMPACTS**

N/A

**STAFF RECOMMENDATION**

N/A

**ACTIONS, OPTIONS & POTENTIAL MOTIONS**

I move to approve the Mayor's Commission Appointment Process.

**REFERENCES & ATTACHMENTS**

N/A