

Amendments to Mayoral Commission Appointment Process

1. Vacancy is advertised by City Recorder.
2. Citizen applications are submitted to the Recorder. Recorder will inform the applicant that the application has been received and how the review process works and **the expected timeline.**
3. The Recorder sends the application to the Mayor. **The Recorder will also send the application to the Council Liaison, the Commission Chair and Staff Liaison for review.**
4. Mayor interviews the applicant.
5. Applicant attends a commission meeting and meets with the Council Liaison and Chair.
6. Council Liaison and Chair provide feedback to Mayor within 30 days of receipt of application. **(The 30 days allows for commission meeting attendance.)**
7. Mayor recommends (or not) appointment to Council. Recorder will inform the applicant when their appointment will be considered by Council. If rejected, Recorder will send a thank you email to applicant.
8. **All applications will be reviewed by the mayor. Council Liaison and Commission Chair will have no authority to summarily reject any application.**
9. Council approves/**rejects** appointment 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.
10. **The above process instructions do not change any part of the AMC. Its purpose is to clarify and standardize the commission appointment process.**