FUNDAMENTAL PRINCIPLES FOR A
RECRUITMENT, INTERVIEW AND APPOINTMENT PROCESS
ADOPTED JULY 6, 2005
AMENDED APRIL 25, 2007

1. Conduct active outreach for candidates
2. Council discussion of expectations of Board, Commission or Committee members
3. Application questionnaire to focus on Council expectations
4. Council to conduct interviews
5. Individual council members have the opportunity to suggest top candidates
6. Mayor may have at least one week to consider Council suggestions and other factors, including the need for continuity, match up candidates with needs, etc.
7. Mayor makes appointments subject to Council ratification, after further Council discussion.

The specific process is as follows:

- ➢ Council to identify the characteristics it is looking for in candidates to be appointed on boards, commissions and committees prior to conducting interviews.
- ➢ Council to identify specific questions to be included in the Board, Commission, or Committee applications relative to their charge
- ➢ Include a question for incumbents to inquire whether they are currently serving as chair/vice-chair, next in line to serve as chair/vice-chair to the board or commission, and/or are assigned to a special project
- ➢ Council to conduct interviews and ask clarifying questions.
- ➢ Council to discuss the characteristics of each candidate (e.g., new voice, experience, etc.)
- ➢ Each Councilmember would identify their top candidates to fill vacancies plus one. Council Members can vote for the number of candidates for vacancies available plus one. (See attached)
- ➢ Mayor to consider Council members' top candidates; returning to the Council at a following meeting with a recommended appointment(s)
- ➢ Council to discuss recommended appointment(s)
- ➢ Council ratifies the Mayor's appointment

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STEVE TATE, MAYOR
APRIL 25, 2007

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INTERVIEW/APPOINTMENT
BALLOT PROCESS

There are 3 vacancies on a Commission. Please identify your top 3 candidates plus 1 additional individual.

	Carr	Grzan	Kennedy	Sellers	Tate	Recommended Appointments
Applicant 1	X		X			2 top candidate votes received
Applicant 2		X	X	X	X	4 top candidate votes received
Applicant 3	X	X		X	X	4 top candidate votes received
Applicant 4		X	X	X		3 top candidate votes received
Applicant 5	X	X	X	X	X	5 top candidate votes received
Applicant 6	X				X	2 top candidate votes received

Mayor evaluates the Council's top candidate recommended appointments, taking into consideration other factors before returning to the Council with a recommendation (e.g., is an applicant serving as chair, is assigned to a special project, is familiar with local governance, etc.)