

**CITY OF DICKINSON  
ADMINISTRATIVE POLICIES AND PROCEDURES**

**TOPIC: APPOINTMENTS TO CITY BOARDS AND COMMISSIONS**

PURPOSE

This directive sets forth the comprehensive process for items pertaining to appointments to the City's boards and commissions including advertising for candidates, data sheet forms, processing information to the City Council, interviewing of candidates, appointment timetable, attendance records, and oaths of office.

POLICY

The City Council of the City of Dickinson has the right to appoint citizens to various boards and commissions. It is the stated desire and intent of the City Council to provide for an orderly appointment process to be followed by City staff and to encourage participation by interested citizens. All appointments and removals are made at the discretion of the City Council.

APPOINTMENT PROCESS

The City Secretary shall advertise that board applications are being accepted, at the appropriate times, through the City's website, Connect CTY, water bill inserts, and other City Information Outlets that may be available. Additionally, the City Secretary will notify the City Council of appointments to be made.

Any citizen interested in being appointed or reappointed to a board or commission must submit a completed Application Form (Attachment 1) to the City Secretary's Office. All Application Forms submitted to the City Secretary shall be date stamped received and shall be retained by the City Secretary for a period of two (2) years and shall be considered during that two (2) years in making mid-term appointments as vacancies occur.

The City Secretary shall send a letter and/or email to each board or commission member with an expiring term of office to determine if the member wants to be considered for reappointment. If they desire reappointment, the board/commission member must update the information on file. Appointed board/commission alternate members will be given first consideration for filling permanent board/commission positions.

The City Council may interview applicants during the months of May and June. The City Secretary will notify applicants of the dates and times of interviews, if any.

Members of the City Council have an equal voice in the appointment of board and commission members. Appointments will be made at the second Regular City Council Meeting in June and, generally, terms begin on July 1<sup>st</sup>. During this meeting, the Mayor shall open the floor for nominations, and the Council may nominate as many applicants as they like until a motion is made, seconded and carried that nominations cease. The first applicant to receive the majority of the votes shall become the new appointee to the respective board or commission.

Officers of each of the City's boards and commissions will be elected in accordance with the ordinances, resolutions, by-laws and home rule charter. All newly elected officers shall be reported to the City Secretary for inclusion in the boards and commissions database and for public record.

The boards and commissions database will be maintained and updated by the City Secretary's Office. City staff support to the boards and commissions will be responsible for providing updated information to the City Secretary's Office.

### MID-TERM APPOINTMENTS

Occasionally, a board or commission member may be unable to finish his or her term or will be removed by the City Council prior to the term ending. In such cases, the vacant position must be filled by a "mid-term appointment" that will serve out the remainder of the term of the individual they are replacing.

In these cases, upon receipt of a letter of resignation, the City Secretary shall notify the City Council of such resignation. There shall be placed on the next Regular City Council Agenda two items:

- (1) Consider and act upon acceptance of letter of resignation of individual resigning; and
- (2) Consider and act upon preferred procedure to fill vacancy. Appointed board/commission alternate members will be given first consideration for filling vacant permanent board/commission positions. Then use of the current pool of applicants, who have selected the vacated board as their first or alternate choice, shall be considered. If a majority of the City Council votes to reopen the application process, a new solicitation campaign will take place in the same manner as the typical appointment process.

The appointment nomination and voting shall be the same as per the normal process.

### EMERGENCY APPOINTMENTS

For the health, safety and welfare of the citizens of Dickinson, an emergency process may be deemed necessary by the City Council should a majority of any board or

commission become vacant. Temporary appointments will be made by the City Council to serve until the regular and/or mid-term appointments may be made. Appointed board/commission alternate members will be given first consideration for filling vacant permanent board/commission positions. Emergency (temporary) appointments shall not exceed 90 days.

### ATTENDANCE RECORDS

All City staff providing support to the various City boards and commissions shall maintain attendance records that shall be provided to the City Secretary on a quarterly basis. The City Secretary shall make the records available to the City Council.

### COMMITTEES

The City Secretary shall be apprised of any and all committees that are created by various departments and/or boards/commissions and the representatives on these committees, the date and times of meetings, and copies of agendas. The agendas will be forwarded to the City Council for their information.

### TRAINING

Newly appointed members to any board or commission governed by state law must attend a training seminar/orientation provided by the City of Dickinson to familiarize themselves with the laws and procedures governing that board or commission. This training should be undertaken within two (2) months after the appointee takes office, if scheduling permits. A formal orientation to City service will be provided each year at the start of the new July terms for appointees to all boards and commissions.

**ATTACHMENT 1  
CITY OF DICKINSON  
APPLICATION FOR BOARDS, COMMISSIONS, COMMITTEES**

**Please type or print information**

NAME: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

HOME TELEPHONE NUMBER: \_\_\_\_\_

WORK ADDRESS: \_\_\_\_\_

WORK TELEPHONE NUMBER: \_\_\_\_\_

MOBILE TELEPHONE NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_

LENGTH OF RESIDENCY IN DICKINSON: \_\_\_\_\_

EDUCATION: HIGH SCHOOL \_\_\_\_\_

COLLEGE \_\_\_\_\_

TRADE OR BUSINESS SCHOOL \_\_\_\_\_

HOBBIES: \_\_\_\_\_

\_\_\_\_\_

NAME OF BOARD, COMMISSION, OR COMMITTEE APPLYING FOR: \_\_\_\_\_

\_\_\_\_\_

ORGANIZATION MEMBERSHIPS & POSITION HELD: \_\_\_\_\_

\_\_\_\_\_

AREAS OF SPECIAL INTEREST:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**THIS APPLICATION IS GOOD FOR AND WILL BE RETAINED FOR TWO (2) YEARS IN ACCORDANCE WITH THE CITY OF DICKINSON'S RECORDS RETENTION POLICY. IN ORDER TO BE CONSIDERED FOR APPOINTMENT, AN APPLICANT MUST SUBMIT A NEW APPLICATION EVERY TWO (2) YEARS.**