



City of Clearwater

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BOARD AND COMMISSION MEMBER APPOINTMENT POLICY

NEW MEMBER APPLICATION PROCESS (WHEN VACANCY EXISTS)

Residents of the city with a desire to serve on a board or commission shall submit a letter of interest to the city administrator, detailing their background and qualifications. Upon receipt, the city administrator, department head/director, and board/commission chairperson shall interview the applicant and discuss their qualifications. Following the interview, the department head/director shall draft a memo detailing the applicants qualifications for the city administrator to present to the mayor, with a copy to the other councilmembers. Upon recommendation by the interview committee and the mayor, the City Council shall consider the applicant for appointment at the next City Council meeting. If the vacancy exists due to a member resigning prior to their term expiration, the applicant shall only be appointed to serve the remainder of the term.

NEW MEMBER APPLICATION PROCESS (WHEN NO VACANCY EXISTS)

Residents of the city with a desire to serve on a board or commission shall submit a letter of interest to the city, detailing their background and qualifications. Upon receipt, the letter of interest will be kept on file for two years, or until a vacancy exists, at which time the applicant may be interviewed for the vacancy (see process above for interviewing applicant).

MEMBER REAPPOINTMENT PROCESS

Three months prior to a members term expiration, the department head/director shall request a letter from each member that states whether or not they will be seeking reappointment for another term. This letter must be submitted to the city administrator at least two months prior to the term expiration. If no letter is received, the city will assume that the member is not interested in reappointment.

Once the intent of the current members is clear, the department head/director shall draft a memo to the City Council stating which members are seeking reappointment and whether a vacancy will exist on the board/commission, for consideration at the next City Council meeting. At such meeting, the City Council shall give city staff direction on whether to advertise a vacancy on the board/commission. Advertising shall consist of the department head/director preparing a description of the position and application procedures, and arranging for the description to be posted on the city and library website, posted at city hall and library, and sent the the local newspapers to be included as a press release in an upcoming edition.

BACKGROUND CHECKS

All appointmentee to a committtee/board will undergo a criminal background check prior to beginning their term to assist in determining the candidate's suitability for the position.

ORIENTATION PROCESS

Upon appointment or reappointment, and prior to serving at their first meeting, the city administrator and department head/director shall conduct an orientation with the member. The orientation shall consist of reviewing the purpose and background of the board/commission, responsibilities of the position, bylaws (if applicable), conduct, order of meetings, and any other applicable information.

SWEARING IN PROCESS FOR NEW MEMBERS

Upon appointment by the City Council, each new member shall be sworn in by the chairperson of the board/commission at their first meeting. The department head/director shall prepare an oath of office certificate to be signed by the chairperson and the member at this meeting. Following the meeting, the department head/director shall make a copy of the oath for the new member and keep the original on file at city hall.