Council Subcommittee on Board and Commission Application Screening, Interview, and Selection

The following is a summary of the process used by the *Council Subcommittee on Board & Commission Application Screening, Interview, and Selection*:

General Information

- ❑ The subcommittee shall be comprised of the Mayor and Council.
- ❑ Three members of the subcommittee shall constitute a quorum.
- ❑ All subcommittee meetings and executive sessions shall comply with the Open Meeting Law.
- ❑ The Vice Mayor shall act as the person responsible for moving the screening, interview, and selection process forward.
- ❑ The subcommittee shall utilize the board or commission liaison, Vice Mayor, and other members to screen applications.
- ❑ The subcommittee shall make recommendations on appointments to the Mayor and Council.

Recruiting

- ❑ The *Clerk's Office* is responsible for coordination of the Boards and Commissions recruiting process.
- ❑ The recruitment process will begin 90 days in advance of term expirations, whenever possible, so the recruiting process is complete prior to term expirations.
- ❑ Existing members whose terms will expire will be contacted by the *Clerk's Office* to determine if they wish to be considered for reappointment.
- ❑ The *Clerk's Office* will prepare a notice of the opening to be placed on Gilbert's website; the notice will also be provided to the Public Information Office and local newspapers.
- ❑ On-line applications will be accepted on Gilbert's website; a paper application will be available at the *Clerk's Office* for those applicants that do not have web access.
- ❑ The *Clerk's Office* will notify existing members whose terms are expiring and residents that have requested to be notified of board or commission openings that applications are being accepted. Notification may be made by e-mail, letter, or phone.
- ❑ Applications will generally be accepted for a two week period; a longer period may be used if necessary. No applications will be accepted after the closing date unless the recruitment is re-opened.
- ❑ Following the application closing date, the *Clerk's Office* shall notify applicants to confirm their application was received and that they will be notified of the status of their application as the process moves forward.

Screening

- ❑ Following the closing date, the *Clerk's Office* shall assemble and distribute application packets containing copies of all applications and a ranking sheet(s).
- ❑ The *entire Council* will rank then interview top candidates for the Planning Commission, Design Review Board, Redevelopment Commission, and the Parks, Recreation and Library Services Advisory Board.

- ❑ The *entire Council* will rank the applications for the Public Safety Retirement Board, Environmental and Energy Conservation Advisory Board, Health Trust, Industrial Development Authority, Water Resources MPC, Human Relations, Culture and Arts Promotion Commission, and Public Facilities MPC. The *Vice Mayor, Board or Commission Liaison*, and *interested Councilmembers* will conduct the interviews.
- ❑ Designated seats will be recommended for appointment by the represented entity. Appointments will be placed on a Council Agenda and ratified by the *Council.*
- ❑ Following the established due date for rankings, the *Clerk's Office* will record rankings to determine the overall ranking of applicants.

Interview

- ❑ The *Vice Mayor* coordinates a date/time for the subcommittee meeting with the *Clerk's Office*.
- ❑ Interviews will be scheduled for the highest ranked applicants equal to two times the number of vacant or expiring positions. In the event the rankings produce a tie, the Clerk's Office will consult with the *Vice Mayor* to determine whether additional interviews should be scheduled or if a second ranking of tied candidates should be requested.
- ❑ A minimum of five (5) working days prior to interviews, the *Clerk's Office* notifies applicants selected for an interview that they may request their interview in public meeting, prepares an agenda for the subcommittee meeting (which includes an executive session for the purpose of conducting interviews), and posts the agenda.
- ❑ *Clerk's Office* prepares standard letters notifying applicants not selected for an interview. This letter is to be mailed immediately after applicants to be interviewed have been selected.
- ❑ If an *applicant* desires to be interviewed in public meeting, the applicant must notify the Clerk's Office prior to the deadline indicated in the notice. *Clerk's Office* amends the subcommittee agenda and re-posts subcommittee agenda in accordance with Open Meeting Law.
- ❑ The *Clerk's Office* distributes copies of applications for applicants selected for an interview and posts an agenda for the subcommittee meeting.
- ❑ The number of open positions and incumbents will be provided to the subcommittee.
- ❑ *Vice Mayor, Board/Commission Liaison, or first available member* unlocks at least one of the front doors to the Municipal Center, if necessary, prior to the start of the Executive Session and locks the doors following adjournment of the Executive Session. *A key will be maintained in the Mayor and Council Office.*
- ❑ *Subcommittee* meets in public and/or executive session and interviews candidates and identifies applicants to be recommended to the Mayor and Council.
- ❑ *Vice Mayor* records information for minutes and provides to the Clerk's Office.
- ❑ *Clerk's Office* prepares and processes meeting minutes.

Selection

- ❑ *Clerk's Office* prepares Council Communication for appointments:
  1) In the event the subcommittee is conducting interviews prior to a Regular Council Meeting, the item will be placed on the agenda to allow Council consideration and action that evening.
  2) If the subcommittee is conducting interviews on a day other than a Regular Council

Meeting, the item will be placed on the next Regular Council Meeting Agenda for Council consideration and action.

- ❑ *Clerk's Office* prepares standard letters notifying applicants that were not selected.
- ❑ *Clerk's Office* prepares standard letters notifying applicants of appointment and schedules the member to take an Oath of Office at the next available Council meeting.

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