

City of South Burlington

Procedure for Making Appointments to Positions on City Boards, Commissions, and Committees

Whenever a term for a position for a City Board, Commission, or Committee will expire, the following procedures shall be followed:

- A) The City Manager (or his/her designee) shall seek applicants for the position using a process endorsed by the City Council, which shall include but not limited to advertizing for applicants in the Other Paper. The advertizing shall ask each applicant for his/her 1st, 2nd, and 3rd choice among the positions whose terms are expiring.
- B) The City Manager shall provide the City Council with the applicants' names and any supporting information submitted;
- C) The City Council shall invite each applicant to be interviewed at a City Council meeting and shall interview each applicant who appears for such interview;
- D) The City Council shall assess the applicants qualifications in executive session; and,
- E) The City Council shall make its appointment to the position during the public portion of a City Council meeting.

NOTE: This procedure is not intended to establish a limit on continuous service in a position on any City board, commission or committee. It is also not intended to discourage incumbents from applying for re-appointment.

Approved
05/17/2010