



Boards & Commissions Vacancies

April 2, 2024



Background

- November 7, 2023: 2-Minute Pitch from Council Member McGee
 - Establish a deadline for individual Council Member nominations to boards and commissions
 - If nominations are not made by the deadline, any Council Member may submit a substitute nomination
- January 9, 2024: Work Session Presentation & Discussion
 - Council Members will have 90 days from notice of vacancy to make their nomination
 - Several considerations were discussed without direction to move forward

Council Direction

Staff is requesting Council direction on the items previously discussed by Council on Jan. 9 and other components of the regulation.

Council discussion and direction will encompass the following considerations:

- Holdovers
- Vacancies due to an empty Council seat
- Notification process
- Time for nominees to provide documentation; vetting
- Multiple nominations
- Unsuccessful nominations
- Maximum number of substitute nominations
- Effective date



Current Conditions

- The City Secretary communicates with Council members by email when a board or commission vacancy occurs.
- Periodic reminders are sent to the member, but this practice is not required by any current ordinance or rule.
- Once a nomination is received, it is placed on the Council agenda for consideration and/or approval.

Council Direction: Holdovers

- *Unoccupied: the position is vacant, and the prior appointee is no longer able to serve or attend meetings.*
- *Holdover: the position is vacant, but prior appointee continues to serve after term has concluded until the position is filled by a new appointment*
- Are holdovers subject to 90-day substitute nomination?

Council Direction: Council Vacancies

- Vacancies due to unoccupied Council seat (recall or unoccupied)
- Are substitute vacancies filled while the Council seat is empty?

Council Direction: Notification Process

- How and when is the Council member notified of the vacancy?
 - Notification starts the 90 days
- How and when is the rest of Council notified when a vacancy is eligible for substitute nominations?

Council Direction: Time for Nominee to Provide Documents; Vetting

- How much time does the nominee have to submit all required documents to City Secretary (after 90 days)?
- What happens if the nominee is determined to be ineligible to be appointed (after 90 days)?

Council Direction: Multiple Nominations

- What if multiple substitute nominations are received for the same vacant seat?

Council Direction: Nominee not appointed

- What happens if the original eligible Council member nominates but Council does not appoint?
 - Do the 90 days start again?

Council Direction: Maximum Number of Nominations

- Is there a maximum number of substitute nominations a Council member can make?
- Does a substitute nomination that doesn't get appointed count toward the maximum?

Council Direction: Effective Date

- After Council adopts the regulations, when does the 90-day period begin?
- Retroactive – do regulations and 90-day period apply to vacancies existing before Council adoption of the ordinance?

Council Direction: Next Steps

- Should staff proceed with drafting ordinance?