



CRITERIA FOR CONSIDERING APPOINTMENTS TO CITY BOARDS, COMMISSIONS, & COMMITTEES:

Official Boards, Commissions, and Committees that operate under the umbrella of the City of Buchanan come in lots of shapes and sizes, with varying levels of responsibility and areas of oversight. However, one thing that they all have in common is that all are reflections of the City as a whole. Consequently, it is important that when City Boards, Commissions, and Committees are reviewing applicants to consider making recommendations to the City Commission regarding who should or should not be recommended to be appointed to various Boards, Commissions, and Committees, the current members of the Board, Commission, or Committee being asked to make the recommendation should consider the following general criteria at the time of the assessment:

- Is the applicant someone who is believed to be capable of acting courteously during meetings? This includes treatment of the public, members of City staff, and other members of the Board, Commission, or Committee. [Though disagreements are inevitable, appointees must be capable of remaining civil and focused on issues rather than on personal differences].
- Is the applicant capable of observing good parliamentary practice?
- Is the applicant able and willing to commit to attending all regular meetings, with an expectation of arriving on time? [Attendance issues can prevent a quorum and greatly disrupt the Board, Commission, or Committee's ability to perform official business].
- Is the applicant capable of maintaining consistent and respectful communications with City staff and other members of the Board, Commission, or Committee?
- Is the applicant able and willing to commit to arriving to meetings prepared, meaning that they will commit to review minutes, agenda packets, and other information ahead of time to allow for informed deliberation?
- Is the applicant able and willing to commit to attending education and training related to their service, as recommended by City staff and/or the City Commission?
- Will the applicant represent the Board, Commission, or Committee appropriately in the eyes of the public? As an official City appointee, a member of a City Board, Commission, or Committee is often viewed by the public as someone who speaks on behalf of the City Board, Commission, or Committee, and it is important that applicants are capable of appropriate communications and actions in public. [Appointees should not speak for the Board, Commission, or Committee they serve on unless appropriately authorized to do so, and they should make clear that they are speaking in their personal capacity only if they are not so authorized].

IMPORTANT- It is important for each Board, Commission, or Committee to keep in mind that the City Commission is greatly aided by the recommendations made by the underlying Board, Commission, or Committee, but that the City Commission is not bound to follow the recommendations made. However, that being said, though decisions to recommend or not recommend particular candidates can seem difficult, it is nonetheless important that a vote be held on the record by the underlying Board, Commission, or Committee so that the City Commission can view a record of the recommendation made. Simply deciding not to make a recommendation one way or the other is not an option, as that does not allow the City Commission to have the information it needs to make an informed decision regarding appointments. Thank you!