



Administration

To: City Commission

From: City Administrator Dustin Dassinger

Date: 12/10/2025

Subject: Committee Appointment Policy

Commissioners,

The City of Dickinson has several boards established within the Municipal Code that require citizen participation. These boards play an essential role in supporting city functions, advising on policy, and representing community interests. The boards requiring citizen appointments.

The Board of City Commissioners affirms the appointments of all citizen members serving on these boards. To promote fairness, consistency, and openness in this process, a formal policy outlining procedures for selecting citizen applicants is recommended.

The policy covers:

- **Posting of Openings**
When a term on any board is set to expire, the City will post the open position on its website along with a deadline for submission.
- **Application Requirement**
Any citizen interested in applying for an open board position must submit an application through the city website by the deadline prescribed.
- **Review and Recommendation Process**
Upon closing of the application deadline, the City Administrator along with designated staff will review the submitted applications and bring forward recommendation(s) for appointment to the Board of City Commissioners for approval.
- **Reappointment Procedure**
A citizen member seeking reappointment at the end of a term must submit a new application. There will be no automatic reappointments.

City administration recommends the Board of City Commissioners approve the resolution adopting the policy governing citizen appointments to city boards.



Thank You,



Dustin Dassinger

City Administrator

