



TITLE: Boards, Committees, and Commissions Recruitment		PROCEDURE NUMBER:
EFFECTIVE DATE:		PAGES:
ENABLING ACTIONS:	REVISED DATES:	
APPROVED:		

PURPOSE

To set forth policy and procedural responsibilities to be followed by Town staff, Town Council, and applicants during the recruitment and appointment process for Town Board, Committee, and Commission (hereinafter referred to as "Commissions") positions.

SCOPE

This policy applies to Town Staff involved in the appointment and administration of Town Commissions, including Adult and Youth Commissioners.

ADMINISTRATIVE POLICY

It is the policy of the Town to conduct a fair, consistent, and transparent process for recruiting and appointing members to its Boards, Committees, and Commissions (herein after “Commissioner”). This process ensures broad public participation, promotes equity, and supports the Town Council’s goals for effective governance. The Town Clerk, under the direction of the Town Manager, is responsible for administering this process in accordance with the procedures outlined in this document. All recruitments shall be conducted in compliance with applicable laws and policies, and in alignment with best practices for public appointments.

Any major changes made to this manual will be presented to the Town Council.

PROCEDURES

Responsibilities and Procedures for Annual and Mid-Year Recruitment

A. Annual Recruitments

TITLE: Boards, Committees, and Commissions Recruitment	PAGE: 2 of 6	PROCEDURE NUMBER:
---	------------------------	------------------------------

Annual recruitments occur prior to the expiration of a Board Member, Committee Member, or Commissioner's term.

1. Notification to Council
 - a. Inform the Town Council of upcoming Commission vacancies. The memo shall include the name of the Commission, the number of expiring or vacated terms, and the names of the Commissioners whose terms are ending.
 - b. Schedule a date and time with the Council to conduct the interviews (Special Meeting).
2. Notification to Eligible Incumbents
 - a. Inform eligible incumbents of their expiring term and provide instructions on how they can reapply.
3. Open the Recruitment
 - a. Create the recruitment in the Board and Commission (BAC) system.
 - i. Select Commissions with terms expiring and set the recruitment period (open and close date and time).
 - ii. Post advertisements on the Town website, public notice board, library, and official Town social media channels, and other media outlet as appropriate..
4. Recruitment Advertisement
 - a. Advertise the vacancies for a minimum of 30 days.
 - i. Advertisements should include the application deadline and interview date.
 - ii. Post advertisements on the Town website, Town public notice posting board, library, and on social media.
5. Applications
 - a. Applications will be maintained electronically in the BAC system.
 - b. Applications must be submitted electronically using the BAC system.
 - c. The application submitted will be verified for eligibility.
 - d. Notify eligible applicants of the interview date and time and provide a deadline by which to confirm their availability.
 - e. Prepare redacted copies of the applications for the agenda packet.

B. Mid-Term Recruitment

During the year, Commissions may experience vacancies that reduce the number of filled seats below the threshold needed to conduct official business. When possible, the Town Clerk will consolidate mid-term recruitments to limit the number of separate recruitment processes conducted throughout the year. In the event of a vacancy on the Planning Commission, a mid-term recruitment will be conducted automatically. A mid-term recruitment will not be conducted for Youth Commissioners. The Town Clerk shall advertise any mid-term Commission vacancies for a minimum of 15 days.

TITLE: Boards, Committees, and Commissions Recruitment	PAGE: 3 of 6	PROCEDURE NUMBER:
---	------------------------	------------------------------

The mid-year recruitments will be conducted in the same manner as the annual recruitment, with the exception of the minimum days to advertise the vacancies.

C. Interview Process

Annual and Mid-Year Recruitments

1. Interviews will take place during a special meeting of the Town Council, with the exception of the Finance Commission and Youth Commission.
2. Staff will prepare and post an agenda in accordance with the Brown Act.
3. Staff will prepare a staff report, which includes the redacted applications.
4. Staff will confirm attendance with all applicants prior to the interview.
5. If necessary, staff will prepare interview binders for Council, which will include the Staff report, applications, standard questions, and an additional sheet for rating and/or notes.
6. Applicants will be interviewed in groups based on the Commission to which they have applied, with the order of interviews to be determined by the Mayor.
7. The Mayor will determine the order in which the applicants will be asked questions.
8. To ensure the interview process is consistent, fair, and equitable, each applicant shall be asked the same standard questions, as provided below:
 - If appointed, what ideas would you like to see the Commission explore?
 - Please expand beyond the written response on your application: your experience, interest, and/or expertise that you feel would be most useful to the Commission.
 - Please elaborate on any written response provided in the application to assist the Council learn more about you.
 - If you did not answer any of the questions on the application, please explain why.
9. Applicants will be limited to two minutes to answer each question.

*No Council Member shall be prevented from asking appropriate questions of applicants. The standard questions are limited in number to allow an applicant sufficient time to respond. While the intent is for each Council Member to be able to ask one question of each applicant, the Council may decide not to ask all of the questions provided, change the order of the questions, or rotate which Council member asks a specific question.

Youth Commission Recruitment

1. Interviews will take place during a special meeting of the Selection Committee.
2. Staff will prepare and post an agenda in accordance with the Brown Act.
3. Staff will prepare a staff report listing the names of all applicants. (Applications will not be posted with the report due to the applicants being minors. However, redacted copies will be available for public inspection in the Clerk's Office.)

TITLE: Boards, Committees, and Commissions Recruitment	PAGE: 4 of 6	PROCEDURE NUMBER:
---	------------------------	------------------------------

4. Staff will prepare interview binders for the Committee, which will include the Staff report, applications, standard questions, and an additional sheet for rating and/or notes.
5. The Mayor will determine the order in which the applicants will be asked questions.

D. Balloting Process

Annual and Mid-Year Recruitments

Unless determined otherwise, the Council shall conduct a ballot vote for the appointment of individuals to fill the vacancies for each Commission, with the exception of the Finance Commission and Youth Commission. Such a ballot vote may be conducted at either a regular, adjourned, or special meeting of the Town Council.

The ballot vote process shall be conducted as follows:

1. The Town Clerk or designee shall provide a ballot to each Town Council Member listing the names of all applicants and "None of the above" for each respective Commission. Prior to the vote, the Town Clerk shall publicly announce the position vacancies to be filled and the maximum number of votes that may be cast for each commission.
2. In order for a candidate to be appointed, a majority vote (3 or more) must occur. In the event of a tie vote, a runoff will be held. Each Council Member may vote for the same number of applicants as there are current vacancies on the respective Commission. In no case can a Council Member cast more votes than there are vacancies, or vote for the same candidate more than once on each ballot (i.e., cumulative voting -- e.g., where there are three vacancies, a Council Member may not give all three votes to the same candidate). A Council Member is not required to vote for any of the candidates or for the total number of vacancies available.
3. The Town Clerk or designee shall collect all ballots and shall publicly announce the votes by stating each applicant's name that received a vote, the number of votes received for the applicant, and the name of each Town Council Member that cast his or her vote for the applicant.
4. Applicants receiving a majority number of votes shall be deemed appointed to the Commission. In the case of a tie vote, the Town Clerk will announce the Commission seat with a tie vote and state that a run-off vote will be conducted. The run-off ballot will also include a "None of the above." A run-off vote shall be conducted among the applicants receiving the highest number of votes from the previous round. Once all voting is concluded, the Town Clerk or designee will announce the votes in the same manner as stated above. In the event the run-off did not result in an appointment, the Council may determine an alternative method for selecting the appointee(s) or direct the Town Clerk to re-advertise the vacancy.
5. If an applicant is appointed to a Commission that has vacancies for both full and partial, unexpired terms, the length of the appointee's term will be determined by the Mayor.

TITLE: Boards, Committees, and Commissions Recruitment	PAGE: 5 of 6	PROCEDURE NUMBER:
---	------------------------	------------------------------

Youth Commission Recruitment

Unless determined otherwise, the Selection Committee shall conduct a ballot vote for the recommended appointment of individuals to fill the Youth Commission vacancies, Such a ballot vote may be conducted at a noticed special meeting of the Selection Committee.

1. The Town Clerk or designee shall provide a ballot to each Town Council Member listing the names of all applicants.
2. In order for a candidate to be recommended for appointment they must receive a majority vote. In the event of a tie vote, a runoff will be held. Each Committee Member may vote for the same number of applicants as there are current vacancies on the Commission. In no case can a Member cast more votes than there are vacancies or vote for the same candidate more than once on each ballot (i.e., cumulative voting -- e.g., where there are three vacancies, a Council Member may not give all three votes to the same candidate).
3. The Town Clerk or designee shall collect all ballots and shall publicly announce the votes by stating each applicant's name that received a vote, the number of votes received for the applicant, and the name of each Town Council Member that cast his or her vote for the applicant.
4. The applicants that received a majority of votes shall be recommended for appointment to the Commission.

E. Post-Interview

5. Annual and Mid-Year Recruitments
 - a. Notify all applicants and the Commission's staff liaison of the Council's action.
 - b. Provide all appointed members with a link to the Commissioner Handbook.
 - c. Provide a copy of the Code of Conduct to all newly appointed commissioners and require them to sign a statement affirming they have read and understand the Code of Conduct Policy.
 - d. Attend or watch a prerecorded orientation.
 - e. Administer the Oath of Office to all appointed commissioners prior to them attending their first meeting.
 - f. Send a Form 700 assuming office notification.
 - g. Update Commission rosters with the new members' names and terms.
6. Youth Commission Recruitment
 - a. Notify all applicants and the staff liaison of the Committee's decision.
 - b. Prepare a staff report for Council ratification at the next available Council meeting.
 - c. Notify appointed applicants of Council's action.
 - d. Update Commission rosters with the new members' names and terms.

APPROVED AS TO FORM:

TITLE: Boards, Committees, and Commissions Recruitment	PAGE: 6 of 6	PROCEDURE NUMBER:
---	------------------------	------------------------------

Gabrielle Whelan, Town Attorney