

**RESOLUTION**

WHEREAS, the City currently has several boards and commissions to which the City Council makes appointments; and

WHEREAS, the City Council desires to establish selection criteria for city boards and commissions; and

WHEREAS, the City Council desires to establish a recruitment and appointment process for city boards and commissions.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FLORENCE, ALABAMA as follows:

**Recruitment and Appointment Process**

The Council hereby establishes the following policies relating to the recruitment and appointment process for boards and commissions:

- All regular board vacancies will be announced at a City Council meeting ninety (90) days in advance of the termination date of the previous appointment.
- Individuals desiring to serve on a city board or commission must complete APPLICATION FOR APPOINTMENT TO CITY BOARD. Application form must be completed and on file before the pending appointment is discussed in a work session of the City Council. Appointment will be considered and decided by the full Council.
- Appointments will be made based on relevant experience, education, and diversity.
- Nominations will be reviewed at a public work session two weeks prior to appointment.
- Two weeks public notice will be given before filling the position in the case of a resignation or other unscheduled board vacancy.
- Individuals shall be limited to applying for membership on no more than three (3) boards or commissions.
- Applications received after the application deadline established by the City Council's Office will not be considered for current vacancies, but will be placed on file for a period of one (1) year for consideration in the event of future vacancies.
- Prior to the expiration date of an incumbent's term, an incumbent seeking reappointment must file with the City Council's Office a statement of intent to seek reappointment, in lieu of a full application, on or before the deadline established by the City Council for filing such statement of interest.
- The City Council's Office shall create advertising materials which accurately reflect which boards and commissions will have vacancies and which boards are accepting applications solely for the purpose of establishing the eligibility lists for future vacancies.

**Selection Criteria**

The following limitations and requirements are applied to boards or commission membership:

- Normally, the City Council will not appoint a person to serve on any one board or commission for more than two (2) consecutive terms. In the event that an individual fills the unexpired term of a board or commission member, that unexpired term shall be counted as a complete term if the remainder of the unexpired term (from date of appointment to term expiration date) exceeds 24 months. *The foregoing shall become effective Month, Day, Year and shall not affect any individual during his/her current term, but shall be taken into consideration for the purpose of determining eligibility for reappointment.* Notwithstanding the foregoing, the City Council reserves the right to appoint a person to more than two consecutive terms on any one board or commission if there are no qualified applicants for the position or if the Council determines that such appointment is in the best interest of the City.
- Generally, no person will be appointed by the City Council to serve concurrently on more than one board or commission. Notwithstanding the foregoing, the City Council reserves the right to appoint a person to serve on more than one board or commission concurrently if there are no qualified applicants for the position or if the Council determines that such appointment is in the best interest of the City.
- Record of attendance at board or commission meetings will be considered when a person requests to be reappointed to the board or commission.

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF FLORENCE, ALABAMA, that all previously adopted rules and procedures for board and commission appointments are hereby repealed.

ADOPTED this 7<sup>TH</sup> day of DECEMBER, 2010.

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W. Reed

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McGinnis

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CITY COUNCIL

APPROVED this 7<sup>TH</sup> day of DECEMBER, 2010.

B. E. Lawson  
MAYOR

ADOPTED & APPROVED this 7<sup>TH</sup> day of DECEMBER, 2010.

Robert M. Seyde  
CITY CLERK