



## **APPOINTMENT POLICY**

### **PURPOSE:**

The purpose of this policy is to establish consistent procedures for the appointment of individuals to City boards and commissions and for the appointment of vacancies in the City Council for unexpired terms having twelve (12) months or less remaining.

### **RECRUITMENT:**

The annual application period for boards and commission positions with expiring terms and known vacancies will begin in May and applications will be accepted for four weeks.

In May of each year, the City Secretary will notify incumbent board and commission members with expiring terms that their term is approaching. If the member is eligible and wishes to seek another term, he or she must reapply in the same manner as other applicants.

The City Secretary will advertise a notice of vacancies at City Hall and on the City's website and social media pages. This Notice will specify the vacancies for all boards and commissions, and will set forth the details regarding the application procedure and the deadline for receipt of applications. In order to be considered by the City Council, applicants must file an application with the City Secretary by the due date set forth in the Notice.

### **APPLICATION PROCESS:**

All qualified candidates must complete an application form and submit it to the City Secretary's office prior to the advertised deadline. Applications may be submitted in person, via fax, mail, or email.

Application forms will be made available on the City's website, at City Hall, and in the City Secretary's Office. The application will solicit information about the applicant's background including current occupation, community activities, and personal or professional experience related to the subject of the board to which the applicant is applying. In addition to the completed application, applicants can submit a letter or resume further explaining their interest and experience.

Applicants will indicate their preferred board or commission on their application, but may indicate a second choice if interested in service on more than one board or commission. Applications are kept on file in the City Secretary's office and are considered current for one year from submittal date, after which the application will be removed from consideration. In order to be considered in the next recruitment period, the applicant is required to submit a new application.

## **SELECTION PROCESS:**

### **Applicant Review:**

The City Secretary will review the eligibility requirements and identify those applicants who are ineligible for appointment before submitting applications to the City Council. When the application deadline has passed, the City Secretary will distribute copies of all applications to the City Council for review.

### **Interview and Appointment Process:**

The City Council will interview applicants in open session on or before the first City Council meeting in July. When interviews have been completed, nominations will be made by individual council members and voted on by the entire Council. The applicant receiving the majority of the votes will receive the appointment.

The City Secretary will notify each applicant of the Council's appointment decision via email.

### **MID-TERM APPOINTMENTS:**

Occasionally, a board or commission member may be unable to finish his or her term or may voluntarily resign prior to the term ending. In such cases, the vacant position may be filled by the City Council with a mid-term appointee who will serve out the remainder of the unexpired term. Mid-Term vacancies shall be advertised in accordance with the provisions of this policy. Applications for mid-term vacancies will be accepted for two weeks. The City Council will interview applicants in open session at the next City Council meeting following the application deadline. When interviews have been completed, nominations will be made by individual council members and voted on by the entire Council. The applicant receiving the majority of the votes will receive the appointment.

### **FILLING OF VACANCY – COUNCIL MEMBER:**

In the event a vacancy occurs in the City Council, a special election shall be called for such purpose in accordance with the Texas Constitution; however, a vacancy may be filled by appointment if the vacancy is created in an unexpired term having twelve (12) months or less remaining. The Council shall appoint a replacement to the vacant position within thirty (30) days after the occurrence of the vacancy in accordance with the City of Fate Home Rule Charter. Council vacancies shall be advertised in accordance with the provisions of this policy. Applications for Council vacancies will be accepted for two weeks. All qualified candidates must complete an application form and submit it to the City Secretary's office prior to the advertised deadline. Applications may be submitted in person, via fax, mail, or email. Application forms will be made available on the City's website, at City Hall, and in the City Secretary's Office. The City Council will interview applicants in open session at the next City Council meeting following the application deadline. When interviews have been completed, nominations will be made by individual council members and voted on by the entire Council. The applicant receiving the majority of the votes will receive the appointment. The councilmember thus appointed shall serve for the unexpired portion of the term of the vacated position.