



City of Avondale Estates

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PROCEDURES FOR BOARD OR COMMISSION APPOINTMENT

- 1) Approximately one month before a board/commission member's term is to expire, the City Clerk notifies the Board of Mayor and Commissioners (BOMC) and the Chair of that particular board/commission.
- 2) The City Clerk places notice of openings in the City Electronic Newsletter (ENews) for thirty (30) days to seek applications/resumes from the community.
- 3) If no applications/resumes are received for the opening: City Clerk notifies Chair that no applications were received and to send in their recommendation to the City Clerk for the opening. The Chair may request to continue to run the opening in E-News.
- 4) If applications/resumes are received for the opening: The City Clerk will email applications/resumes to the Board/Commission that has the openings as well as to the BOMC.
- 5) Incumbents wishing for a new term must also reapply and be interviewed. Incumbents may not participate in interviewing other applicants or in the decision-making process.
- 6) In a case where more than five (5) applicants apply for a seat, the board may narrow the field to five (5) finalists to interview based upon supporting application and documents.
- 7) It is up to the Board/Commission to coordinate mandatory public interviews of the applicants and incumbents.
- 8) If a board/commission does not have a quorum to hold interviews or vote, the matter will then be elevated to the BOMC.
- 9) The Board/Commission voting to recommend applicants to fill vacant seats can do so anonymously via paper ballots.
- 10) Chair of Board/Commission sends board opening recommendation to the City Clerk who then shares it with the BOMC. The BOMC will discuss the recommendation at the following work session and then vote on the appointment at the following regular meeting.
- 11) The City Clerk will notify all applicants of the BOMC's decision via email and mail.