



GUIDELINES FOR BOARD/COMMISSION APPOINTMENTS/REAPPOINTMENTS/VACANCIES

1. 45-days before a Board/Commission member(s) term is to expire, the City Clerk notifies the following;
 - The Board of Mayor and Commissioners (BOMC).
 - The Chairman of the Board/Commission.
2. The Chairman of Board/Commission gives a 5-day deadline for member(s) to reply if they want to be reappointed or not reappointed.
3. Chairman of Board/Commission notifies the City Clerk of the member(s) that want to be reappointed or not reappointed.
4. City Clerk places notice of Board/Commission openings in the City Electronic Newsletter (E-News) for one (1) week to seek applications/resumes from the community.
5. If no applications/resumes are received for the opening(s):
 - City Clerk notifies Chairman of the Board/Commission that no applications were received and to send in their recommendation to the City Clerk for the opening(s). Cr Chairman may request to continue to run the opening(s) in E-News.
6. If applications/resumes are received for the opening(s):
 - City Clerk will email/mail applications to the Board/Commission that has the opening(s) for review/interview(s).
 - Applications are mailed to the BOMC for review.
7. Chairman of Board/Commission sends board opening(s) recommendation to the City Clerk.
8. The Chairman of Board/Commission presents recommendations for the Board/Commission opening(s) at the BOMC Work Session.
9. The BOMC approves applicant for appointment or reappointment at a Regular Meeting.