



## City of Mt. Pleasant

### Policy on Appointments to Boards and Commissions

#### Purpose:

To establish an open and consistent process for application, consideration and appointments to boards, commissions and committees (hereinafter referred to as “Boards”) of the City of Mt. Pleasant.

#### Background:

##### Membership

- ✓ Article XIV Section 5 of the Charter of the City of Mt. Pleasant outlines requirements for appointments to city boards.
- ✓ Various state laws prescribe membership and authority of some boards.
- ✓ City Commission resolutions outline some membership requirements.
- ✓ Certain intergovernmental contracts of the City outline membership requirements.

##### Process

- ✓ The City Commission utilizes an Appointments Committee comprised of three City Commissioners who, along with City staff, follow the procedures outlined below and make recommendations to the full City Commission.
- ✓ In all cases, the City Commission retains full authority for appointments.
- ✓ The City has approximately 26 boards, commissions, or committees. Each has a unique purpose, membership numbers, membership requirements, terms, and meeting schedule. A roster of all Boards is maintained by the City Manager’s office and is available on the City website.

#### General Guidelines/Principles:

- The City of Mt. Pleasant is dependent on hundreds of volunteers to fill the positions on Boards.
- The City is best served if membership of each board is fulfilled by a well-rounded group of individuals who may offer differing perspectives and viewpoints, and who are representative of the City at large.
- Some boards have specific membership requirements as outlined in City ordinances or state laws which must be followed.

- Some boards require or desire specific skill sets for the member to be effective.
- Generally there is a desire for appointees to serve on only one board at a time.
  - Because some boards meet infrequently, it may be possible for individuals to have appointments to multiple boards simultaneously.
  - If there are no interested and qualified candidates for a vacancy, multiple appointments of an individual may occur.
- Prior attendance history will be considered when consideration is given for reappointment or appointment to a new board.

**Application Process:**

1. Standard application form will be available on the City’s website or in the City Manager’s office.
2. Interested applicants (or nominations for consideration) must fill out an application on-line, print and deliver, or mail the completed application to the City Manager’s office.
3. Applicants are encouraged to submit a resume with the application, but not required.
4. Applicants should review the purpose, skills and meeting schedule prior to applying. The purpose and skills are part of the application and the meeting schedule is on the roster maintained in the City Manager’s office and on the website.
5. Applications will be kept on file for consideration for the part of the calendar year it is received and two full calendar years after that.
6. Applicants will be contacted each September to ascertain if they are still interested and to verify current phone number and email. If the application is at the end of the final calendar year, the applicant will be notified that a new application must be submitted in order to be considered.

**Procedure/Steps (for Annual/Expiring Appointment):**

<b><u>Date</u></b>	<b><u>Task</u></b>	<b><u>Responsible Party</u></b>
September	<b>1.</b> Staff liaisons poll current Board members who are eligible for reappointment to see if they are interested in continuing to serve. Staff Liaisons will respond to Executive Assistant with their member’s responses and their attendance of meetings during their term.	Various Staff/Executive Assistant in City Manager’s Office
September	<b>2.</b> Public notices for vacancies are posted and applications are received. <ul style="list-style-type: none"> <li>• Newspaper, Website, Channel 188, Social Media</li> <li>• Announce at City Commission Meeting</li> </ul>	Executive Assistant in City Manager’s Office Appointments Committee
October	<b>3.</b> Provide vacancies and electronic link to applications to Appointments Committee.	Executive Assistant in City Manager’s Office
November	<b>4.</b> Review applications; solicit applicants for the vacant seats that do not have candidates in the pool of applications.	Appointments Committee
November	<b>5.</b> For applicants being considered for Boards other than	Appointments Committee

	what they applied for, contact to see if interested and if they can commit to that board's specific schedule.	
November	<b>6.</b> Appointments Committee will inform staff liaison of applicants being considered.	Various Staff/ Appointments Committee
November	<b>7.</b> Meet to determine recommendations and communicate to Executive Assistant in City Manager's Office.	Appointments Committee
Try for 2 <sup>nd</sup> meeting in November -no later than 1 <sup>st</sup> meeting in December	<b>8.</b> Recommendations provided in City Commission packet. <ul style="list-style-type: none"> <li>• Include recommended appointments</li> <li>• Include applications of candidates being recommended</li> <li>• Include names of all applicants considered*</li> </ul> <p><i>Note: Must be received by Wednesday the week prior to CC meeting</i></p>	Executive Assistant in City Manager's Office
Try for 2 <sup>nd</sup> meeting in November -no later than 1 <sup>st</sup> meeting in December	<b>9.</b> Recommended appointments acted on by City Commission.	City Commission
December	<b>10.</b> Mail letters congratulating applicants on their recent appointment.	Executive Assistant in City Manager's Office
December	<b>11.</b> Send email to all applicants considered who were not appointed and indicate an appointment has been made and their application will be kept on file for future consideration.	Executive Assistant in City Manager's Office
January	<b>12.</b> Orientation session held for new appointees. Depending on number of appointees, orientation may be done as a group or with individual staff liaisons.	City Manager

**Procedure/Steps (for mid-year vacancies):**

<b><u>Task</u></b>	<b><u>Responsible Party</u></b>
<b>1.</b> Notice of vacancy will be: <ul style="list-style-type: none"> <li>• Posted on City website with an application due date at least 2 weeks away</li> <li>• Announced at a City Commission meeting along with the application due date.</li> </ul>	Executive Assistant in City Manager's Office Appointments Committee
<b>2.</b> Review applications; solicit applicants for the vacant seats that do not have candidates in the pool of applications.	Appointments Committee
<b>3.</b> For applicants being considered for Boards & Commissions other than what they applied for, contact to see if interested and if they can commit	Appointments Committee

to that board's specific schedule.	
<b>4.</b> Appointments Committee will inform staff liaison of applicants being considered.	Various Staff/ Appointments Committee
<b>5.</b> Meet to determine recommendations and communicate to Executive Assistant in City Manager's Office.	Appointments Committee
<b>6.</b> Recommendations provided in City Commission packet <ul style="list-style-type: none"> <li>• Include recommended appointments</li> <li>• Include applications of candidates being recommended</li> <li>• Include names of all applicants considered*</li> </ul> <p><i>Note: Must be received by Wednesday the week prior to CC meeting</i></p>	Executive Assistant in City Manager's Office
<b>7.</b> Recommended appointments acted on by City Commission.	City Commission
<b>8.</b> Mail letters congratulating applicants on their recent appointment.	Executive Assistant in City Manager's Office
<b>9.</b> Send email to all applicants considered who were not appointed and indicate an appointment has been made and their application will be kept on file for future consideration.	Executive Assistant in City Manager's Office

\* Please note that all City Commissioners will have online access to application materials received from all applicants.