

RESOLUTION NO. 4421

RESOLUTION REGARDING APPOINTMENTS TO CITY BOARDS, COMMISSIONS, AND COMMITTEES AND REPEALING RESOLUTION NO. 4116

WHEREAS, ordinances and resolutions of the City of Albany provide for the appointment of citizens to various boards, commissions, and committees by the Mayor, subject to the ratification by the City Council; and

WHEREAS, it is in the best interest of the City of Albany to ensure that membership on the various boards, commissions, and committees is representative of people in the community.

NOW, THEREFORE, BE IT RESOLVED that the City Council adopts the following guidelines and procedures for the appointment of members of the City's boards, commissions, and committees:

A. **ROSTER.** A roster of all individuals serving on each board, commission, or committee shall be maintained by the City Manager. The roster shall contain the following information about each appointee:

- (1) Name, home address, business address, E-mail address, and home and business telephone numbers.
- (2) Dates of beginning and end of term of the position to which the individuals are appointed. If the appointment was not made coincident to the beginning of the term of office, the date of appointment.
- (3) The number of years of the regular term of the office.
- (4) The number of the ward in which the appointee resides.

The information above, if required to be set forth, shall be listed under the name of the board, commission, or committee. The roster shall indicate the regular meeting dates, the number of the ordinance or statute under which the appointments are made, and a designation of the officers of the organization.

B. **REGULAR VACANCIES AND RECRUITMENT.** The following process will govern appointments to all vacancies on City boards, commissions, and committees that occur because a member's term of appointment has expired.

- (1) No later than November 1 of each year, the City shall:
  - a. Identify all of the terms for the various boards, commissions, and committees that will expire and become vacant at the end of the calendar year. The City Manager/Human Resources Office shall notify the City Council of all expiring terms.
  - b. Notify all members of City boards, committees, and commissions who are filling terms that expire at the end of the calendar year. Unless prohibited by law or Council policy, all members may reapply. Except for the Planning Commission and Budget Committee, notification will be made by the Mayor. In the case of the Planning Commission and the Budget Committee, notification will be made by the Councilor responsible for filling the vacancy.
  - c. Solicit applications (through public advertisements and public service announcements) from Albany citizens who may be interested in serving on the boards, commissions, and committees. A copy of the boards, commissions, and committees application is attached.

- (2) With the exception of the Planning Commission and Budget Committee, the Mayor shall:
- a. Review all applications for appointments to City advisory bodies with the appropriate staff prior to the first City Council meeting in January of the following calendar year.
  - b. Invite all City Councilors and Councilors-elect to nominate individuals to fill vacancies. Councilors should submit their nominations to the Mayor by December 1 of each calendar year.
  - c. Recommend appointments to vacant positions on all City boards, commissions, and committees with the exception of the Planning Commission and the Budget Committee. If possible, the Mayor and City Council shall propose and confirm all appointments at this first meeting in January, subject to all City ordinances and resolutions governing the various boards, committees, and commissions. However, if the Mayor is prevented from filling all vacancies, appointments shall be made by the Mayor and confirmed by the City Council at the earliest opportunity.
  - d. To the extent possible, seek to ensure that the membership of each board, commission, and committee is made up of citizens of each of the city's wards.

#### C. OTHER VACANCIES

For vacancies that occur on City boards, commissions, and committees for reasons other than an expiring term (e.g., a member resigns or is removed because of absences), with the exception of the Planning Commission and Budget Committee:

- (1) If the vacancy occurs after November 1 of the calendar year, advertisement and solicitation of applications for the vacancy shall be made a part of the "regular vacancy and recruitment" process. In addition, appointments shall be made at the same time as the regular, expiring terms.
- (2) If the vacancy occurs between January 1 and November 1, the City will solicit applications from interested citizens for at least two weeks. After the solicitation period, the Mayor will forward her/his appointments to the City Council for confirmation at the earliest opportunity. To the extent possible, the Mayor will seek to ensure that the membership of each board, commission, and committee is made up of citizens of each of the City's wards.

#### D. BUDGET COMMITTEE

- (1) Each City Councilor and the Mayor has a counterpart on the Budget Committee.
- (2) When a vacancy occurs, the responsible Councilor shall nominate a person to fill that vacancy. Councilors may make, but are not required to make, nomination from their own ward. Budget Committee nominees must be appointed to the Budget Committee by the majority vote of the City Council.
- (3) For vacancies that occur because a member's term has expired, the responsible Councilor will make his/her appointment at the first regular City Council meeting in January, if possible, or at the earliest subsequent opportunity.
- (4) For vacancies that occur for other reasons (such as resignation), the responsible Councilor shall nominate a person to fill the vacancy at the earliest possible time.
- (5) Members of the Budget Committee must be residents of the city of Albany.

E. PLANNING COMMISSION

- (1) Each Councilor has one counterpart on the Planning Commission. Additionally, the Mayor will nominate three members of the Planning Commission. The members appointed by the Mayor will have staggered terms.
- (2) When a vacancy occurs, the responsible Councilor shall nominate a person to fill that vacancy. Councilors must make the nomination from their own ward. The Mayor's nominees shall be at-large.
- (3) Planning Commission nominees must be appointed by majority vote of the City Council.
- (4) For regular vacancies that occur because a member's term has expired, the appropriate Councilor or the Mayor will nominate a person to fill each vacancy at the first regular City Council meeting in January, if possible, or at the earliest subsequent opportunity.
- (5) For vacancies that occur for other reasons (such as resignation), the responsible Councilor or the Mayor shall nominate a person to fill the vacancy at the earliest possible time.
- (6) Members of the Planning Commission must be residents of the city of Albany.
- (7) No more than four members of the Planning Commission shall be from any single ward of the city.

F. LIMITATIONS TO SERVICE

- (1) No person shall serve simultaneously on more than one of the following: Planning Commission, Budget Committee, Parks & Recreation Commission, or Library Board.

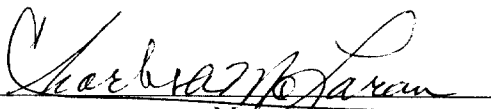
G. NOTIFICATION OF NOMINATIONS

- (1) Absent an emergency, nominations shall be distributed to Council members at least 14 days prior to the meeting at which the appointment is proposed for ratification.

BE IT FURTHER RESOLVED that Resolution Number 4116 is hereby repealed; and

BE IT FURTHER RESOLVED that the City Council policies governing the Planning Commission and the Budget Committee established by Council motion on January 10, 1979; January 10, 1980; and August 9, 1995, are hereby repealed.

DATED this 9<sup>th</sup> day of May 2001.

  
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Mayor

ATTEST:

  
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City Clerk