

**TITLE**

Board and Commission Recruitment Procedure

Organizational Level: Division**Document Type:** Procedure**PURPOSE**

The goal of the Board and Commission Recruitment Process is to formalize the way in which board and commission applicants are received, processed and on-boarded.

SCOPE

This process affects the deputy city clerk, the communications manager, the council boards and commissions subcommittee and the boards and commissions staff liaisons.

POLICY, PROCESS, PROCEDURE, or STANDARD

A. Advertising Quarterly Vacancies

1. Deputy City Clerk Responsibilities
 - i. Maintain a database containing the board and commission current rosters and membership history.
 1. The database will be located at R:\boards and commissions [here](#).
 - ii. After council makes the appointments, an up-to-date list of current vacancies on each board and commission is generated.
 - iii. Forward the most recent vacancy list to the communications manager for advertising purposes.
 - iv. Distribute an updated recruitment flyer to the council boards and commissions subcommittee members and staff liaisons.
 - v. Update all board and commission webpages on the city's website with the current membership roster and vacant positions.
 - vi. Audit the roster for members, with expiring terms in the upcoming quarter, who are eligible to reapply. Notify the member of their expiring term, using the term template, and advise them of the requirement to reapply. The Notice of Expiring Term Template is in the Boards and Commissions folder on the R:\drive. Send a follow-up email 1-2 weeks before the deadline to reapply for any member who has not submitted an application.

2. Communications Manager Responsibilities
 - i. Create a recruitment flyer to advertise the vacancies in both English and Spanish.
 - ii. Post the recruitment flyer on the city's social media pages and in the city's monthly "*Connected*" newsletter on a regular basis during the quarter.
3. Staff Liaison Responsibilities
 - i. Distribute the recruitment flyer to their board and commission members for advertising.
 - ii. Notify deputy city clerk of any member resignations or removals that occur.

B. Receiving Applications

1. Deputy City Clerk Responsibilities
 - i. Receive all board and commission applications via email or letter.
 - ii. Confirm receipt of the applications and process them within 48 hours of submittal.
 - iii. Forward any changes, or updates, to the application form on the city's website, or PDF form, to the communications manager.
2. Communications Manager Responsibilities
 - i. Receive and implement the deputy city clerk's updates to the boards and commissions application form as needed.
 - ii. Ensure that the board and commission form applications are submitted to the deputy city clerk's email.
3. Staff Liaisons Responsibilities
 - i. Forward any completed applications, or contact information, from interested residents that may apply or express interest in serving at board and commission meetings, or events, to the deputy city clerk for processing.

C. Processing Applications

1. Deputy City Clerk Responsibilities
 - i. Upon receiving an application, enter the applicant's information into the database using the Add or Modify Applicants' and Members' form. Information required to be entered into the form will be:
 1. Member name (first and last only)
 2. Mailing address
 3. Primary and alternate phone numbers
 4. Email address

5. Board or commission for which they are applying (check all that apply)
6. On the same form, the applicant will be assigned to their board by:
 - a. Selecting “Applicant Pool” from the dropdown box under “Board or Commission.” Update later in the process to the correct board or commission, after appointment.
 - b. Enter their appropriate position for which they’d be serving. Typically, this is the vacancy that exists on the board (Ward-specific members, adult or youth members for the youth commission, alternate members, etc.).
 - c. Enter the month and year for which their term starts.
 - d. Enter the month and year their term will expire. Each board has their own specific membership term. Check the board’s bylaws or the webpage for term information.
 - e. Enter any comments relevant to the application. For example, how they learned of the vacancy.
 - f. Enter the interview time after contacting the applicant.
- ii. After entering the applicant’s information into the database, email the applicant confirming receipt of their application and advise them of the interview date, and available time slots, for the next round of interviews.
 1. Interviews are conducted on the first Saturday of the first month of each quarter from 1pm to 5pm.
 - a. Start and end times may change based on the amount of applications received during the quarter.
 2. Interview time slots are 20 minutes each, so options for applicants are 1:00 PM, 1:20, 1:40, 2:00, etc.
 3. Applicants are given priority on their time slots based on when they apply and when they respond.
 4. If an applicant cannot make any of the Saturday interview time slots, or if all the time slots are filled the deputy city clerk will offer a time during the next council board and commission subcommittee meeting. Subcommittee meetings are on the third Monday of the month at 5:00 PM before regular city council meetings.

- iii. Once the applicant confirms their time, the deputy city clerk will confirm the time with the applicant and save the application as a .PDF to the Applications appropriate year folder on the R:\drive [here](#).
- iv. The deputy city clerk informs the staff liaison of the application for the relevant board or commission. Staff liaisons may elect to send any comments or feedback on the applicant. For reapplications, the deputy city clerk will ask for attendance history and any feedback on the member's service during their term for the council subcommittee members' consideration.
- v. The deputy city clerk will assemble a memo to distribute to the subcommittee members detailing the current vacancy list, an applicant list, interview schedule, and attach the applications and relevant [board or commission score sheet](#) and [council policy #3](#) to the memo. Send the memo via email three to five days before the interview date as a PDF. A template of the memo can be found [here](#).
- vi. The deputy city clerk will send an email reminder to all applicants, with instructions for arriving at city hall, a map, and the interview schedule. Send an email reminder, via email, three to five days before the interview date. A template of the email can be found [here](#).

D. Interviewing Applicants

- 1. Deputy City Clerk Responsibilities
 - i. Coordinate with the communications administrative specialist to secure snacks and beverages for the interviews.
 - ii. Arrive at the civic center early, to print off the memo packets and place them in the room along with a set of pens for the subcommittee members. Prepare Room 2108, get ice and napkins for the drinks and snacks, print off a copy of each application and attach the relevant score sheet. Raise the Information Desk security window, and unlock both double entrance doors.
 - iii. Greet applicants as they enter the civic center, give them a copy of their application and score sheet, and let the subcommittee members know when each applicant has arrived.
 - iv. After all interview are finished, collect all memo packets and notes from subcommittee members for retention. Clean up Room 2108, deliver the snack and beverage cart back to the communications break room, shut the Information Desk window, and lock the double entrance doors.

Appointing Applicants

2. Either immediately following the last interview of the day, or the following day, the subcommittee members will let the deputy city clerk know which applicants they are nominating for appointment or reappointment.
3. The deputy city clerk will draft the resolution appointing the nominated members for council approval at the next available regular meeting. The resolution template is located in the R:\Boards and Commissions folder. Convert the resolution to PDF for the meeting agenda packet created in Legistar.
4. The deputy city clerk will send the applicants for appointment, or reappointment, a letter informing them of their nomination and the council meeting date the appointment will take place. Send applicants who are not being appointment or reappointed a letter thanking them for their application and interest in serving. Letter templates are located in R:\Boards and Commissions\Letter Templates folder.
5. The deputy city clerk will inform the staff liaisons, via email, of the members who are being nominated for appointment or reappointment for their respective boards. The deputy city clerk will attach the applications with their contact information to the email.

E. Onboarding Applicants

1. Deputy City Clerk Responsibilities
 - i. If council votes to approve the resolution, send letters informing applicants of their appointment and details of their appointment term. A letter template is located in the R:\Boards and Commissions\Letter Templates folder.
 - ii. Notify staff liaisons of the members who were appointed by the city council to their respective boards and instruct the liaisons to reach out to members for onboarding.
 - iii. Update each board or commission page and Access database rosters with the new members' name and term expiration.
 - iv. Send updated rosters to the staff liaisons.
2. Staff Liaison Responsibilities
 - i. Upon receiving confirmation of members' appointment to their boards, contact newly appointed members directly for scheduling time to be onboarded to their board or commission.

- ii. The onboarding process will include information related to the boards meetings and times, an overview of how meetings are conducted, and information related to the Colorado Open Meetings Act and Colorado Open Records Act.

F. Determining Vacancies

- 1. After updating the rosters in the boards and commissions database, the deputy city clerk will audit the rosters to ensure an accurate count of the current vacancies.

Policy Owner Title/Name:

Policy Review By:

Last Review Date:

Section 40.220 (A) Clerical or other routine manuals: **2 yrs after superseded or obsolete**

RETENTION:

Section 40.220(B) Policies and procedures that have long-term value in determining current and past policies or procedures in liability cases, personnel disputes and other circumstances: **Permanent**

Legal Review By:		Date:	
HR Review By:		Date:	
Policy Approval By:		Date:	
Legal Approval By:		Date:	
HR Approval By:		Date:	