

## **Committee Appointment Process**

### **Purpose**

- This policy sets out procedures to be used in Council appointments of the Park and Recreation Committee, the Environmental Committee and similar future citizen committees as may be constituted by the West St. Paul City Council.

### **Goals**

- It is intended, by this policy, to provide a transparent appointment process which supports continued opportunities for citizen volunteerism and embraces applications from new volunteers, as well.

### **Background**

- Standard committee seats terminate on a rotating basis at the end of February each year. The City solicits and receives applications for these committee seats throughout the year. During the fourth quarter annually, the City pushes out increased volunteer recruitment communication primarily through social media and the community Newsletter to refresh interest in committee opportunities and to provide the compendium of applications for Council review.
- Committee appointments going forward will follow a two-step process within which applications for reappointments will be considered ahead of new applications in order to ascertain the number of vacancies that may be available for new members.

### **Reappointment Process**

- The Council liaison confers with the committee chair to identify which seated committee members with expiring terms have solicited applications for reappointment.
- The Council liaison, through Committee Staff, forwards all reappointment applications to an OCWS meeting of Council to achieve consensus on reappointment applications. This consensus is forwarded to the Regular Agenda of Council for consideration.
- At the Regular Agenda of Council, reappointments are considered and Council determines how many vacancies will be filled by new appointments.

### **New Appointments**

- If Council has declared vacancies for which new applications may be considered, Council is provided with all submitted applications for the Committee for consideration at the next OCWS meeting.
- Prior to the next OCWS meeting at which applications will be considered, each Council member provides their ranking of applicants and submits this ranking to the City Clerk.
- The City Clerk creates a compendium of these rankings and invites the top applicants to the OCWS meeting to be interviewed by Council. It is the intent that at least two applicants be considered by Council for each vacancy, if a sufficient number of applicants are available. It is also intended, but not required, to attempt reasonable ward balance to the extent practicable. The City Clerk will confer with the Mayor and Committee liaison on the number of forwarded applicants.

- Council interviews committee applicants at the OCWS, after which Council ballots for their top applicant for each open seat and forwards ballots to the City Clerk. The City Clerk compiles the ballots and informs Council of the ballot result.
- The outcome of the OCWS balloting is forwarded to the Regular Council agenda, at which the Mayor requests a motion to appoint applicants to vacant seats.
- If the chosen applicant for the committee is currently serving on another committee or commission of the City, they must agree to resign from their current seat to accept appointment to the new seat.

Adopted by the City Council of the City of West St. Paul, Minnesota, this 8<sup>th</sup> day of March 2021.

Attest:

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David J. Napier, Mayor

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Shirley R Buecksler, City Clerk