

**RESOLUTION NO. 13-032**

**A RESOLUTION TO ESTABLISH GUIDELINES FOR APPOINTMENTS TO BOARDS,  
AUTHORITIES, COMMITTEES AND COMMISSIONS BY THE CITY COUNCIL**

WHEREAS, the City Council of the City of Decatur bears the responsibility for appointment of members to a number of boards, authorities, committees and commissions; and

WHEREAS, the City Council desires to establish guideline to be followed in making such appointments so as to assure that the public has sufficient notice of vacancies and to provide a consistent and fair process for filling vacancies.

IT IS, THEREFORE, RESOLVED by the City Council of the City of Decatur that the attached "Appointment Guidelines for Boards, Authorities, Committees and Commissions of the City of Decatur" are hereby adopted as City policy to be applicable to the filling of vacancies on all boards, authorities, commissions and committees for which the City Council is the appointing authority and for which no conflicting requirements are provided by law.

IT IS FURTHER RESOLVED that the City Clerk is directed to post these guidelines in two (2) conspicuous public places in the City of Decatur and the city website.

READ, PASSED, AND ADOPTED THIS 4<sup>th</sup> DAY OF FEBRUARY, 2013.

**APPOINTMENT GUIDELINES FOR BOARDS, AUTHORITIES  
COMMITTEES AND COMMISSION OF THE CITY OF DECATUR**

**INTRODUCTION**

These guidelines are adopted as policy of the City of Decatur with respect to appointment of members of boards, authorities, committees and commissions for which the City Council of the City of Decatur bears responsibility. For boards, authorities, committees and commissions for which the appointment process is prescribed by state law, these guidelines are intended to be supplementary to state law or local ordinance. The extent that any conflict may exist between these guidelines, state law, or local ordinance, now or in the future, the provisions of law or ordinance shall control. These guidelines are intended to state City Council policy with respect to the appointment process. Deviations from stated policy shall not invalidate any appointment otherwise made in accordance with law, however. Finally, although the Mayor of the City of Decatur is not bound by these guidelines, he/she is encouraged to follow them as to promote consistency in the appointment process and minimize confusion among the public.

1. The City Clerk will at all times maintain a comprehensive list of all positions on all committees, commissions, authorities, or boards as to which the Mayor or City Council has appointing authority. The list shall include the name of the current occupant of each position, the term of office and the expiration date.
2. A public informational packet regarding boards, authorities, commissions and committees to which the Mayor or City Council makes appointments will be maintained in the City Clerk's office. The packet will include information about the purpose of all boards, authorities, committees and commissions, the names of current members and the expiration dates of each term.
3. The City Clerk will provide written notice of expiration of the term of any member of a board, authority, committee and commission to the Mayor, City Council and current occupant of the position approximately one hundred and twenty (120) days before the expiration of the term. The City Clerk will post a public notice of the impending expiration of the term in (2) conspicuous public places in the City of Decatur and the city website.

4. Upon the creation of a vacancy on a board, authority, commission or committee of the City of Decatur by death, resignation or removal not inconsistent with law, the president or chairperson of the board, authority, committee or commission shall provide written notice to the Mayor and City Council, with a copy to the City Clerk that a vacancy exists on such board, authority, commission or committee. Said notice may take the form of a copy of minutes delivered to the Clerk or any other written notice provided to the clerk who shall notify the Mayor or Council. The City Clerk will immediately post notice of the vacancy in the manner provided in Section 3 above.
5. The City Clerk will accept application for positions on boards, authorities, committees or commissions which are due to expire for ninety (90) days after the notice of impending expiration is posted. Applications to fill vacancies which have occurred due to death, resignation or removal will be accepted for fourteen (14) days, although a shorter or longer time may be prescribed as deemed necessary by the Council.
6. Any individual who desires to be considered for appointment must submit an application on forms maintained by the City Clerk. Forms may be provided from time to time on paper, on the City website or delivered by email and other electronic methods as determined by the City Clerk. Applications of applicants who are not chosen will be maintained by the City Clerk for a period of one year, unless withdrawn by the applicant, to assist the City Council with determining potentially interested and qualified persons for other appointments to boards, authorities, commissions and committees.
7. The City Council will endeavor to fill vacancies within thirty (30) days of the date the vacancy occurs and to make appointments to fill the positions for which terms are about to expire at least ten (10) days before the expiration of the term. Unless deemed necessary, however, the Council generally will not make an appointment at the same meeting at which a candidate for appointment is introduced or nominated. When the term of a current member of a board, authority, commission or committee expires before a replacement member is appointed, the current member may continue to serve until the Council appoints a replacement.

8. Generally, members of boards, authorities, committees and commissions appointed by the City Council will not be appointed to serve simultaneously on two (2) or more of the City's boards, authorities, committees and commissions at the same time and will not be appointed to serve on any one board, authority, committees and commissions for more than two (2) full consecutive terms; provided, however, that all individuals serving at the time of adoption of this policy may be considered for appointment for one additional term regardless of the number of terms or years already served. Notwithstanding the limitations of this section, a member may be reappointed to a board, authority, committees and commissions or terms or years exceeding these limitations if so appointed by a two-thirds (2/3) vote of the City Council unless required to be otherwise appointed in accordance with law or a governing ordinance.
9. The City Council reserves the right to decline to make an appointment from the pool of applicants for a position. In such Case, the Council may either request that additional names be solicited or appoint any other qualified individual.
10. If a member's attendance at regular scheduled meetings falls below fifty percent (50%) on an annual basis at any time after the appointment date, or a member misses three (3) or more regularly scheduled consecutive meetings, the member may be asked to resign by the City Council. Absences may be formally excused by the respective board, authority, commission or committee, however,
11. The City Council may remove members for absenteeism as described in Section 10 above, or for other cause, by a two-thirds (2/3) vote of the City Council. This provision shall not apply, however, to any member of a board, authority, committee or commission established pursuant to state law as to which no provision for removal of members is provided or as to which legal provisions for removal conflict with these guidelines.

12. Any member of a board, authority, commission or committee removed pursuant to Section 11 or who resigns upon request of the City Council made under Section 11 shall not be eligible for appointment by the City Council for one (1) year.
  
13. Boards, authorities, commissions and committees of the City may adopt bylaws to govern their operation. Any boards, authorities, commissions or committees established by the City Council (and not created under the authority of state law) will submit their bylaws for approval of the City Council. No such boards, authorities or committees will allow action by proxy vote.
  
14. Advisory boards, authorities, commissions or committees established by the City Council (and not under the authority of state law) may be abolished, discontinued or disbanded at any time by a majority vote of the City Council.
  
15. The City Clerk will bear the responsibility of assuring that new members are introduced to the membership of the board, authority, commission or committee on which they are to serve and they are given an appropriate orientation regarding their duties and responsibilities.
  
16. Members of all boards, authorities, commissions and committees are asked to take their responsibilities seriously and to make a commitment of time and expertise which is commensurate with the responsibility given to them. All members are asked to make every possible effort to work toward consensus and to exercise good judgment in decision making designed to accomplish the objectives or tasks for which they are appointed.
  
17. Districts shall not be a consideration unless specifically called for in legislation establishing the board and the City Council will endeavor to make appointments that represent the best interests of the City of Decatur.

**Application for Board, Authority, Committee or Commission**

PERSONAL INFORMATION:

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Title	Last	First	Middle
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Address	Zip
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Home Telephone	Work Telephone	FAX	EMAIL
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**STATEMENT OF INTEREST (use attachment if necessary)**

List any City of Decatur board/authority/committee/commission on which you currently serve or on which you have served in the past.

Years	Board/Authority/Committee/Commission	Position Held

List any specific boards, authorities, committees or commissions on which you desire to serve ( if this is a general application, leave blank):

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Explain your reason(s) for applying for membership on a City of Decatur board, authority, commission or committee

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List the two most important personal traits that would help you be an effective member of a board, authority, committee or commission:

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List any other professional, technical and any other abilities, knowledge or experience that enhance your ability to serve the above board, authority, committee or commission well:

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Have you ever been convicted of a felony or charged with an act involving moral turpitude? If yes, explain.

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Do you have any relatives (current or previous) employed by the City of Decatur? If yes, provide name and position

EDUCATION (OPTIONAL)

	Name	Year	Degree
High School			
College			
Post Graduate			

COMMUNITY ACTIVITIES (use attachment if necessary)

Year	Organization	Positions Held	Honors/Awards/Accomplishments

EMPLOYMENT HISTORY (OPTIONAL)

Year	Company	Positions Held	Honors/Awards/Accomplishments

REFERENCES (list at least three City of Decatur residents who know you)

Name	Address	Telephone Number

**I certify that the foregoing statements are true and correct and authorize the City of Decatur to investigate all references listed and to secure additional information if necessary.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Notice: The City of Decatur does not discriminate against any person on the basis of race, color, religion, sex, national origin, age or handicap in any of its educational or employment programs or practices.

APPLICATIONS WILL BE KEPT ON FILE FOR ONE YEAR FROM THE DATE IS WAS RECEIVED