

**THE CITY OF SEDGWICK
POLICIES AND PROCEDURES FOR CITIZEN BOARDS,
COMMISSIONS, AND COMMITTEES**

ESTABLISHED ADVISORY BODIES

Appointments or re-appointments to any established advisory bodies to the Mayor and Council will be accomplished as follows:

1. As terms of all appointed persons reach 60 days prior to expiration, the City Clerk will compile a list of terms scheduled to expire. This list will include the names of any persons who have resigned from a commission, or who has been terminated due to lack of attendance.
2. The expiring terms (openings) will be published in the Official City Newspaper and the City Newsletter requesting interested citizens to apply for one or more of the openings.
3. At appropriate times, the City Clerk will compile a package that identifies the existing vacancies and the applicants, which have been received for consideration and possible appointment. This package will be forwarded to the Mayor and Council for review. If a person has applied for more than one position, the application and resume will be included with both commission lists.
4. Members of the Council should review the applications and pass comments to the Mayor.
5. Based upon input from the Council on their review of the applications and input from the Screening Committee, the Mayor will select nominees and make recommendations for appointment.
6. The City Clerk will forward a memo from the Mayor to the Council advising them of the Mayor's recommendations. This memo will be sent to the Council members at least one week prior to the date of the Mayor and Council meeting at which the Mayor intends to present the nominees.
7. Council members will raise any concerns about the list prior to the day of the scheduled Mayor and Council meeting. Council members are also encouraged to meet with or contact any of the nominees at any time during this process.

8. The mayor will exercise his/her prerogative concerning re-appointment of persons wishing second or third terms. Before nominating a person for an additional term, the Mayor will explain his/her rationale and will expect Council support unless there is some extenuating circumstance which should be discussed by the Mayor and dissenting Council member(s). Ordinarily, the Mayor will override objections unless two or more Council members have a concern.
9. After vacancies are filled:
 - a. A letter will be sent to the appointee along with a copy of the legislation or ordinance creating the board, commission or committee and a copy of this Policy.
 - b. A letter of regret will be sent to those not appointed which tells them who was appointed, asking if they are interested in another vacancy and telling them their application will be kept on file. Applications are generally kept on file for one year.
10. A Certificate of Appreciation may be given to each person upon completion of service.
11. It remains the prerogative of the Mayor and Council, after careful review, to phase out of existence or dissolve any advisory body that has completed its working function.