

**COMMISSION APPOINTMENT PROCESS**

**Interview Options**

The following are options for interviewing the candidates for both Commissions.

OPTION #1

Schedule interviews for all applicants. Based on the number of applications received, staff suggests setting aside two dates (approximately 8 hours each day including breaks) for interviews of 30 minutes per applicant.

If a majority of the City Council chose to participate in the interviews, the meetings must be noticed as a public meeting. Interviews must be open to all members of the public.

If a minority of the City Council chooses to participate in the interviews, no public notice is required and interviews may be conducted in private.

OPTION #2

The City Council may establish a date and time to interview all candidates on an individual, private basis. Council members would be assigned separate interview rooms and applicants would simply be rotated every 30 minutes to meet with each member of the Council. As with Option #1, this would require setting aside two dates of approximately 8 hours each day. This procedure would require 2 ½ hours interview time per applicant.

OPTION #3

The City Council may appoint a sub-committee (appointment of a sub-committee must be done in an open, public meeting) to interview candidates. The sub-committee may (a) make recommendations to the full City Council on appointments or (b) offer summary evaluations of each candidate. Whether recommendations are formulated or summary evaluations prepared, this information is subject to public disclosure.

## Voting Selection Options

### Option #1

This option utilizes ballots for voting and includes an alternative for disclosure of individual Council member votes. Selection of Commissioners is accomplished through successive rounds of voting until all 5 seats are filled. Votes by individual Council members are “blind” at the time they are cast. Each Council member then completes his/her ballot before submission to the City Clerk for tabulation.

#### Steps:

1. The City Clerk announces the time and place for appointment of Commissioners and reads into the record the names of all applicants.
2. The Mayor opens the floor for public comments (refer to memo transmittal on this subject generally).
3. Following Public Comments, members of the City Council may provide comments on applicants, qualifications and related matters.
4. Following Council member comments, the City Clerk provides each Council member with a paper ballot including the names of all applicants.
5. Each member of the City Council signs their ballot and selects their 5 preferred applicants by placing a mark next to the applicant's name.
6. The City Clerk collects the ballots and records the votes. The City Clerk announces the names of those applicants elected to the Commission with 3 or more votes. All other applicants receiving votes are announced and their candidacy is carried over to the second round of voting. Those applicants failing to receive votes are dropped from further consideration.
7. A subsequent round of voting is conducted, including only those applicants who received votes in the first round of voting. Council members vote for the number of remaining seats vacant to be filled. The City Clerk collects the second round of ballots and proceeds as in Step 6.
8. In the event all 5 seats are not filled by the end of the 2<sup>nd</sup> round of voting, the 3<sup>rd</sup> and subsequent rounds of voting (except as provide below) will be limited to those applicants receiving votes in the preceding rounds of voting, with each Council member voting for the number of remaining vacant seats plus one (e.g. 3 seats vacant, 4 votes; 2 seats vacant, 3 votes, etc.). The City Clerk collects the ballots and proceeds as in Step 6.
9. In the event a vacancy remains and there are only 2 remaining candidates, each Council member will receive 1 vote in this final round of voting.

## Option #1 Alternative

As outlined above, individual Council member votes are not disclosed following each round of voting. This is, however, public information and must be included in the minutes of the meetings proceedings. An alternative or variation of this procedure would be to have the City Clerk announce the votes of each Council member following each round of voting. All other procedures would remain the same.

## Option #2

This option is similar to Option #1, but relies on voice votes in lieu of ballot votes. It does require that order of voting be established by draw (randomly) or similar method. Additionally, Council members announce their votes one at a time instead of for all 5 candidates at once. The latter is an alternative to this option, as noted below.

### Steps:

1. The City Clerk announces the time and place for appointment of Commissioners and reads the names of all applicants into the record.
2. The Mayor opens the floor for public comments (refer to memo transmittal on this subject generally)
3. Following Public Comments, members of the City Council may provide comments on applicants, qualifications and related matters.
4. Council members draw numbers or similar random selection to determine order of voting.
5. The first Council member voting announces the name of their preferred applicant. In order of the draw, the balance of the City Council announces their preferred applicants. The process is repeated until each Council member has announced his/her 5 preferred applicants.
6. The City Clerk announces the names of those applicants receiving 3 or more votes as having been appointed to the Commission.
7. In the event all 5 seats are not filled, a subsequent round of voting is conducted. Only those applicants receiving votes in the preceding round of voting are carried over for consideration in the succeeding round of voting. The Deputy City Clerk will announce the names of the remaining, eligible applicants prior to the next round of voting.
8. In the event all 5 seats are not filled by the end of the 2<sup>nd</sup> round of voting, the 3<sup>rd</sup> and subsequent rounds of voting (except as provided below) require one vote each for the number of remaining vacant seats plus one (e.g. 3 seats vacant, 4 votes, 2 seats vacant, 3 votes, etc.). The City Clerk will repeat the process as in Step 6.

9. In the event a vacancy remains and there are only 2 remaining applicants, each Council member will announce their preferred applicant in the final round of voting.

### Option #2 Alternative

As outlined above, voting is conducted in a series of votes with each member of the City Council voting for one applicant at a time. This could be modified to allow each Council member to announce all 5 of their preferred candidates at one time in the first round of voting. In the event subsequent rounds of voting were required, each Council member would announce the number of preferred applicants for that round of voting as specified by the City Clerk.

### Option #3

This option is more of a traditional means of selecting Commissioners involving nominations and seconds. All applicants remain in contention for appointment throughout the process as there is no “narrowing down” the field of applicants.

#### Steps:

1. The City Clerk announces the time and place for appointment of Commissioners and reads into the record the names of all applicants.
2. The Mayor opens the floor for public comments (refer to memo transmittal on this subject generally).
3. Following Public Comments, members of the City Council may provide comments on applicants, qualifications and related matters.
4. Council members draw numbers or similar random selection to determine order of nominations.
5. The first Council member in order nominates their preferred applicant. The nomination must receive a second to be voted upon. Upon receiving a second to the nomination, the Mayor calls for the vote. In the event a nomination does not receive a second, the right to nominate moves to the next Council member in order of the draw.
6. The process of nominations and seconds continues until 5 Commissioners are selected.