

**SUBJECT:**  
**Vacancies on Commissions,  
Boards and Committees**

<b>POLICY NUMBER</b>	<b>100-09</b>
<b>ADOPTED</b>	<b>8-10-83</b>
<b>REVISED</b>	<b>12-12-01</b>
<b>REVISED</b>	<b>2-13-08</b>

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It is the policy of the City Council that vacancies on commissions, boards, and committees be published quarterly. The City Clerk shall publish a notice of vacancies in the local newspaper and on the City's Web site. The notice shall also be posted in the City Clerk's Office and the Library.

New applications for a vacancy must be submitted to the City Clerk. The City Clerk will, in turn, forward such new applications to the City Council for consideration once cleared by the Police Department. The Mayor shall give written notice to the City Council and City Clerk, a minimum of 14 days prior to making appointments.

The City Clerk shall notify the City Council of the upcoming vacancies and shall provide each member with copies of all applications presently on file for that particular Board, Committee or Commission.

All appointments to Boards, Committees and Commissions must adhere to Chapter 2 of the City Municipal Code.

Citizens may only serve on one advisory group at any given time.

Specifically related to the Planning Commission, it is the policy of the City Council that the City Council hold a non-televised workshop for Planning Commission selection interviews.