



CITY OF VALDOSTA
BOARDS, COMMISSIONS, AUTHORITIES, AND
ADVISORY COMMITTEES APPOINTMENT POLICY
APRIL 8, 2010

MISSION: It is the mission of this appointment policy to provide an opportunity for qualified individuals to be made aware of opportunities to serve on various Boards, Commissions, Authorities, and Advisory Committees to allow for a structured and professional process to seek such appointments.

PURPOSE: The purpose of this policy is to establish a procedure to facilitate the notification, announcement, and selection for appointments to Boards, Commissions, Authorities, and Advisory Committees by the Mayor and City Council of the City of Valdosta.

GOAL: It is the goal of the City's appointment policy to ensure that all citizens are aware of opportunities to serve, have a professional and structured process through which to seek appointments, to select qualified individuals who have a willingness and desire to serve and to ensure diversity in the make-up of the entities.

RESPONSIBLE PARTIES: Mayor and City Council, City Manager, Clerk of Council, City Attorney

PROCEDURE:

1. The Clerk of Council, as the official keeper of the record, shall be responsible for maintenance and keeping current all Boards, Commissions, Authorities, and Committees vacancies.
2. The Clerk of Council shall be responsible for the notification and announcement of pending vacancies.
3. The Valdosta City Attorney shall monitor the legal and legislative changes and keep the Mayor/Council/City Manager informed on requirements relative to the structure, form, and function of Boards, Commissions, Authorities, and Committees.
4. An application must be submitted by those seeking appointment or reappointment to a Board, Commission, Authority, and Committee. Applications will be retained for three years by the Clerk of Council once the Mayor and City Council has made the appointment(s) to the advertised vacancy.

5. Sixty days prior to a vacancy occurring, the Clerk of Council shall release via ads purchased in the legal organ, Public Service Announcements, website, Channel 96, and any other available means, the vacancy or vacancies, and qualifications as applicable. The closing date for the acceptance of applications shall be established by the Clerk and provided in all public announcements. This date will be at least one week prior to the presentation of the appointments to the Mayor and City Council.
6. Interested parties should contact the Clerk of Council and submit the application and supporting documentation by the established closing date. The closing time and date will always be 5:00 p.m. on the Agenda Item day which is the Wednesday prior to the Tuesday Work Session. This documentation shall include the review and signature of all applicants of the City of Valdosta Code of Ethics policy.
7. Persons desiring to fill vacancies on City Boards, Commissions, Authorities, and Committees will be residents of Lowndes County; however, some entities may require special qualifications, skills, or knowledge specific to the vacancy. Those entities are the Central Valdosta Development Authority and the Valdosta-Lowndes County Construction Appeals Board. Specific information regarding each entity and any special qualification, skill or knowledge specific to any position is found in the City of Valdosta Boards, Commissions, Authorities, and Committees handbook. The handbook is available through the Clerk of Council's office and on the City of Valdosta website, www.valdostacity.com.
8. The City Manager will present to the Mayor and City Council the applications received during the application period at a work session of the first meeting of the month on a quarterly basis during the months of February, May, August and November or as vacancies occur. All names, along with completed applications, that are eligible for consideration will be presented at the work session to the Mayor and City Council for discussion prior to appointment at the regular meeting. Following the discussion at the work session the list of names will be final and no additional names may be added for consideration.
9. In the event a City appointed member resigns within the first year (12 months) of their term, the Mayor and Council shall have the right to: (a) request the seat be re-advertised or (b) choose from among the previously qualified pool of applicants for that position. In the event (b) is selected, the City Clerk shall contact all applicants from the previous pool of applicants and confirm which remain interested in serving.
10. In the event that a vacancy occurs within sixty (60) days of the completion of advertising and submittals for any position on a Board, Commission, Authority, or Advisory Committee, the Mayor and Council may choose to select from the qualified pool of applicants who submitted an application for that particular entity.
11. A person may not apply for more than three Boards, Commissions, Authorities, or Advisory Committees at one time. If an applicant does apply for three, they must indicate their order of preference on the application.

12. The Mayor and City Council shall evaluate the credentials of the persons applying for the appointment and appoint the individual(s) to serve.
13. The Mayor and City Council shall appoint a candidate from the names submitted or may postpone any action or re-open the process by voting to do so.
14. Appointments by the City Council will be made by the majority vote election process. When more than two candidates are nominated, the majority vote candidate will be determined by the double election process (primary election to reduce the final number of candidates to two).
15. The time period to accept applications if a position is reopened shall be 30 days. If the vacancy is not filled after reopening the process two times, the Mayor and Council will appoint from the original list of names that applied for the vacancy.
16. The selected candidate(s) and non-selected applicant(s) will be informed of the Mayor and Council's decision in writing by the Mayor.
17. Each Board, Commission, Authority, and Committee shall submit monthly minutes of the official proceedings of that entity to the Clerk of Council. The minutes shall be submitted within thirty (30) days of the date of the meeting. Each Board, Commission, Authority, and Committee shall also submit an attendance report bi-annually in June and December to the Clerk of Council.
18. Appointments are made for one term. Any reappointment of an applicant for a subsequent term is at the discretion of the Mayor and City Council.
19. No person shall serve on more than two City appointed Boards, Commissions, Authorities, or Committees at any one time.
20. Each Board, Commission, Authority, and Committee shall submit to the Clerk of Council in December of each year an annual schedule of meetings for the next calendar year. The Clerk of Council will coordinate with the Public Information Officer to advertise the schedule of meetings and to post the schedule on www.valdostacity.com.