

HUTCHINSON CITY COUNCIL POLICY – No. 17

SUBJECT: APPOINTMENT PROCEDURE FOR CITIZEN BOARDS AND COMMISSIONS

DATE: February 16, 1993
Reviewed: July 20, 2001
Revised: January 15, 2013

PURPOSE: To provide the citizens of Hutchinson every opportunity to participate in city government by establishing an applicant bank of persons interested in serving on the City's boards and commissions, and to establish procedures for making application for appointment and for filling positions on the City's boards and commissions.

POLICY: It is the policy of the City of Hutchinson to assure equal opportunity for all citizens to participate on City boards and commissions. The City is strengthened by diverse representation on City boards and commissions. To this end the City encourages all persons, regardless of race, sex, religion, color, age, national origin, ancestry, or disability to serve on city boards or commissions. The City will actively seek interest statements from groups and individuals who may have been under represented in the past in City appointments and will consider under representation in making future appointments.

PROCEDURE:

1. The above policy will be provided to the public upon request and through posting on the City's website at www.hutchgov.com.
2. Public announcement of all board vacancies requiring City Council appointment shall be carried out at least three (3) months in advance of the expiration of the term of office for the position(s).
3. The pool of applicants for City boards and commissions will be those persons who have indicated an interest in serving on a specific board(s) or commission(s) by submitting a completed Applicant Bank form to the City Manager's office. Such form may be obtained from the City Manager's office or on the City's website at www.hutchgov.com.
4. In filling all vacancies on boards or commissions, or in the event of a newly created board or commission, the Mayor will consult the applicant bank.
5. If an existing board or commission chooses not to recommend an individual(s) to fill a vacancy, the pool of applicants for appointment may consist of those individuals registered in the applicant bank.

6. If an existing board or commission makes no recommendation and there are no applicants indicating an interest in that board or commission registered with the applicant bank, the Mayor will recommend an appointment for such vacancy based on the policy stated above.
7. All applicants for City boards or commissions must complete, sign, and return to the City Manager's Office an Application for Appointment in order to be considered for appointment to a specific board or commission. The applicant must also provide in writing a statement of interest and qualifications, and identify any potential conflicts of interest regarding matters that may come before the specific board or commission to which the applicant is applying. The application and accompanying information will remain active for a period of three (3) years from the date signed. An Application for Appointment may be obtained from the City Manager's office or on the City's website at www.hutchgov.com.
8. Up to twenty percent (20%) of the total membership of a City board, committee, or commission may include members who reside outside the city limits of the City of Hutchinson but within Reno County, wherein such inclusion is not otherwise prohibited by Kansas statute or local ordinance or resolution.
9. No appointment is official until such time the Mayor makes a recommendation and consent of the Governing Body is given through an affirmative vote. All such appointments will be acknowledged with a letter to the appointee from the City Manager confirming the appointment and the term of office.
10. Membership on boards and commission shall be limited to one partial term and two consecutive terms, unless otherwise provided by Kansas statute. Appointments made after six months from the beginning of a term shall be considered a partial term. Members in good standing who seek appointment to the same board or commission beyond two consecutive full terms must have a one-year break in service.
11. Notwithstanding the above procedure, nothing in this policy shall be construed to eliminate the Mayor's authority to recruit and recommend appointments based on his or her best judgment.