

Items 4, 5, 6  
Additional Information

Board & Commission Interview Meeting Timeline

The following is a typical timeline for Board and Commission Interview meetings held in accordance with Chula Vista Municipal Code chapter 2.53.

#	Length of Time	Description	Details/Citation
1	1 minute	Meeting called to order; roll call	
2	5 minutes	Discussion of interview questions	<i>Each Councilmember presents two possible interview questions; Council discusses and selects five questions to be asked of each candidate.</i>  <i>Following the five scripted questions, each applicant is also invited to make brief closing remarks.</i>
3	~ 10 minutes	Public comment period #1 <i>(prior to interviews)</i>	<i>CVMC 2.53.040(D) &amp; (E); time may vary depending on number of speakers, if any.</i>
4	10 minutes each	Interviews of each applicant conducted	<i>A 10-minute break is scheduled after every 2 hours of interviews.</i>
5	~ 10 minutes	Public comment period #2 <i>(following interviews)</i>	<i>CVMC 2.53.040(D) &amp; (E)</i>
6	(varies)	Council publicly deliberate and select one individual for each available position.	<i>CVMC 2.53.040(D) &amp; (E); affirmative votes of at least 3 Councilmembers required for appointment</i>

Notes: The City Council may elect to consider a letter of interest should an applicant be unable to attend the scheduled interview (CVMC 2.53.030(B)). The City Clerk's office provides any such letters received to the Council for consideration.