



## INTERIM APPOINTMENT PROCESS FOR

### MEMBERS OF THE GROWTH MANAGEMENT OVERSIGHT, PARKS & RECREATION, PLANNING, AND CIVIL SERVICE<sup>1</sup> COMMISSIONS

The below process is intended to clarify and further describe the details of the interview and appointment processes as stated in CVMC §§ 2.25.050 (E) and 2.43.050, and City Charter Section 609. Effective June 16, 2015, the following process will be used to appoint members to the Growth Management Oversight, Parks & Recreation, Planning, and Civil Service<sup>1</sup> Commissions (the “Commissions”):

- An individual desiring to serve on one of the Commissions shall complete an application, pursuant to CVMC section 2.25.050A. The application form shall be available through the City Clerk’s office and will specify the required components for an application to be deemed complete.
- Within ten business days of a Commission seat becoming vacant, the City Clerk will provide the Mayor and each Councilmember with all complete applications received for that Commission during the previous two years.
- The Mayor and each Councilmember shall independently review forwarded applications for the vacant position.

Should **four or fewer applications** be received for a vacant seat, the City Council will interview all applicants using the following process:

1. At an open meeting of the City Council, the Mayor and Council shall collectively set a date and time to hold an open meeting of the City Council for the purpose of interviewing each applicant.
2. At the meeting set for interviews, any member of the public shall be afforded the opportunity to speak to the item prior to the interviews.
3. The Mayor and Council will then conduct the interviews.
4. Public comment will be heard after the interviews.
5. Following the interviews and public comment, the Mayor and City Council shall publicly deliberate and select one individual for the available position.<sup>2</sup> The affirmative votes of at least three Council members are required for appointment.

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<sup>1</sup> The interim appointment process for the Civil Service Commission only applies to the seats of the two members appointed by the City Council directly

<sup>2</sup> If multiple vacancies occur on a Commission simultaneously, the City shall conduct interviews pursuant to this Interim Appointment Process, and select from that process as many appointees as are necessary to fill the vacancies.

Should **five or more applications** be received for a vacant seat, the City Council will interview certain applicants using the following process:

1. An item will be placed on the agenda of an open City Council meeting indicating that nominations for interview will take place. The vacancy and the applicants' names will be listed.
2. At the meeting, any member of the public shall be afforded the opportunity to speak to the nomination item.
3. Following the public comment period, each Councilmember will complete a form indicating one or more applicants each wishes to nominate for an interview and provide it to the City Clerk. The forms submitted to the Clerk shall be public record and retained on file in the Office of the City Clerk.
4. The City Clerk shall then publicly announce each applicant receiving two or more nominations and indicate that each Councilmember's nomination form is available for public review.
5. The Mayor and Council shall then collectively set a time to hold an open meeting of the City Council for the purposes of interviewing each applicant that received two or more nominations.
6. At the meeting, prior to interviews taking place, any member of the public shall be afforded the opportunity to speak to the item.
7. The Mayor and Council will then conduct the interviews.
8. Public comment will be heard again after the interviews.
9. Following interviews and public comment, the Mayor and City Council shall deliberate and select one individual for the available position.<sup>3</sup>

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<sup>3</sup> If multiple vacancies occur on a Commission simultaneously, the City shall conduct interviews pursuant to this Interim Appointment Process, and select from that process as many appointees as are necessary to fill the vacancies.