

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) & (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) & (E)</i> |
| 6 | (varies) | Council publicly deliberate and select one individual for each available position. | <i>CVMC 2.53.040(D) & (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.