

Commission Appointments Policy

Updated: November 1, 2017

Purpose. The purpose of this policy is to identify the process for consideration and appointment of Commission Members serving on the Parks, Roads and Planning Commissions for the City of East Bethel.

Vacancy. The City Council shall declare a vacancy by motion and approval of the City Council when:

1. A current member submits and the City Council accepts a resignation of a current member of any Commission; or
2. At the notification by a sitting member that they will not apply for an additional term. No notification by the sitting member by the deadline date will be deemed a vacancy, or
3. When, as a result of non-participation or other reason, Council removes a current member from a Commission.

Advertise. Staff will be directed to advertise all vacancies for Commission membership by noting the position vacant in an advertisement. Staff shall utilize the following resources to advertise vacant commission openings: official newspaper, City newsletter, City's website, local access cable channel, City billboard and at City Hall.

Application: End of Term Appointment. The period for accepting applications shall begin October 1st of each year and continue for a period of at least four weeks.

Applications shall be by letter of interest wherein each applicant shall provide information regarding interest, qualifications/background and willingness to serve in the capacity. Current Commission members whose term expires on December 31st will be required to submit a letter of interest requesting re-appointment to the Council to the City.

Mid-term Appointment. The period for accepting applications shall begin the day the Council declares a vacancy and continue for a period of at least four weeks. City Council shall set the closing date for applications. Applications shall be by letter of interest wherein each applicant shall provide information regarding interest, qualifications/background and willingness to serve in the capacity.

Selection process for Commission Vacancies. Applications will be received until the closing date. Closing dates shall be arranged to conclude no later than one week prior to the next regularly scheduled Commission/Authority meeting. The applications will be submitted at the next scheduled or called Commission/Authority meeting for consideration by the members of the Commission/Authority. The Commission/Authority shall review the applications, interview the applicants and select by motion and approval an applicant for recommendation for the vacant position to be forwarded to City Council for consideration of approval.

Appointment for Commission Vacancies. City Council shall consider the recommendation of the Commission/Authority for the appointment and act upon the recommendation for the vacant position for the period as specified by City Code or request further consideration of the matter by the Commission/Authority. In the event there are no applicants for a vacant

position, Council may make an appointment of a willing candidate for the vacancy.

Re-Appointments of Sitting Commission Members. Upon written notification by a sitting Commission Member requesting an additional term, consideration for re-appointment by Council in November of the year prior to the expiration of their term will be considered. Notice for request of re-appointment is required by no later than one week prior to the first Council Meeting in November of the year prior to that of the expiring member's term.

Sitting members request for an additional term is for the Commission, and only for the Commission, they currently serve. Council would consider this request and if approved, make the appointment, for the term as specified by City Code, prior to any vacancy selections for the Commissions.

**CITY OF EAST BETHEL
EAST BETHEL, MINNESOTA**

RESOLUTION NO. 2013-29

APPROVING COMPENSATION FOR COMMISSION MEMBERS


WHEREAS, Citizen members of the Economic Development Authority and the Planning Commission receive \$20 per regular monthly meetings; and

WHEREAS, Citizen members of Roads and Parks Commissions receive \$10 per regular monthly meetings;

NOW THEREFORE, BE IT RESOLVED, by the City Council of East Bethel that all citizen members of Economic Development Authority and the Airport (East Bethel member only), Parks, Planning, Roads Commissions and Sunrise River Watershed Management Organization and Upper Rum River Watershed Management Organization (citizen representatives) be compensated equally at the rate of \$20 per regular monthly meeting

Adopted this 5th day of June, 2013 by the City Council of the City of East Bethel.

CITY OF EAST BETHEL



Richard Lawrence, Mayor

ATTEST:



Jack Davis, City Administrator