

Sec. 2-261. - Appointment procedure.

- (a) The city auditor and clerk shall be responsible for administration and monitoring of the boards and committees created by the city commission. The city auditor and clerk shall continuously post on the city's website a listing which shall state each city board or committee, the name of each member, the date the current term of each member expires, and whether said member is eligible for reappointment. In the event there are any qualifications or special requirements for the board or committee seat, the listing shall describe the necessary qualifications and special requirements for appointment to that board or committee seat.
- (b) The city commission shall appoint or reappoint members to the city's boards and committees during the regular city commission meetings held on the first Monday of June and the first Monday of December. Applications for membership to any city board or committee shall be made available by the office of the city auditor and clerk continuously upon request. The city auditor and clerk will accept applications for appointment or reappointment to any city board or committee at any time except that all such applications must be received by the city auditor and clerk at least three (3) business days before the city commission meeting at which the appointment or reappointment is to be considered. All application forms shall set forth the necessary qualifications for membership, the duties, responsibilities and amount of time required to serve on the board or committee. Applications shall be completed by the applicant, and returned to the office of the city auditor and clerk. Each application shall be reviewed by the office of the city auditor and clerk to determine whether the applicant meets the requisite qualifications and special requirements applicable to the board or committee. The city commission shall make appointments from the applications submitted to the office of the city auditor and clerk. Ad hoc committee appointments shall be for a specified time period of service. Appointments to other boards and committees of the city shall be for a three-year term expiring in either June or December. Provided, however, that appointments to fill unexpired terms shall be made whenever necessary to fill a vacancy. No person shall serve on more than one (1) board simultaneously unless special board membership requirements, pertaining to special qualification of members, warrant an exception.
- (c) Incumbent members of city boards and committees must file a timely application with the city auditor and clerk if said incumbent members are eligible for reappointment and seek reappointment. Incumbents seeking reappointment must file an application for reappointment with the city auditor and clerk at least two (2) business days before the date the city commission will consider the reappointment.
- (d) Certain city boards and committees are hereby exempted from the uniform appointment procedures set forth in this section 2-261. Appointment to the affordable housing advisory committee shall be pursuant to the procedures set forth in section 2-278, City Code. Appointment to the Van Wezel Performing Arts Hall Director's Advisory Board shall be pursuant to the

procedures set forth in section 2-281, City Code. Appointment to the independent police advisory panel shall be pursuant to the procedures set forth in section 2-287, City Code. Appointment to the citizen tax oversight committee shall be pursuant to the procedures set forth in section 2-298, City Code. Appointment to the Charter review committee shall be pursuant to the procedures set forth in section 2-302, City Code. Appointment to the Bobby Jones Golf Course Manager's Advisory Board shall be pursuant to the procedures set forth in section 2-333.1, City Code. Appointment to the firefighter's board of trustees shall be pursuant to the procedures set forth in section 24-3, City Code. Appointment to the police officer's board of trustees shall be pursuant to the procedures set forth in section 24-63, City Code.

(Ord. No. 88-3233, § 1, 8-15-88; Ord. No. 11-4982, § 2, 10-3-11)