

## **BOARD APPOINTMENT RESPONSES SEPTEMBER 1, 2020**

Responses from other Cities regarding the process for board appointments:

**NORTH PORT:** If there is more than one applicant we place for commission approval under general business. If only one we place on consent. Mayor doesn't pick.

**LONGBOAT KEY:** We run ads in the two weekly papers. All applicants submit the application form. The Commission (prior to COVID-19) would hold a Meet and Greet workshop to meet the applicants. Each applicant is scheduled for 10 minutes with the Commission.

Once through that process, the appointments are forwarded to the voting meeting later that date and each Commissioner can make nominations of their choice. We do roll call vote – 4 votes required for appointment.

**HOLMES BEACH:** Except for the Planning Commission all board appointments are made by our Mayor with approval by the City Commission. City Commission appoints the Planning Commission.

**FORT MYERS:** We have an online application program (DocuSign) that allows a resident or citizen, to apply via our City website. The online application is directed to the Clerk's office. The applicant can also submit an application to the Clerk's office via email or mail. The Clerk's office sends the board or committee application to the Mayor or a Councilperson for their review. Our Mayor nominates the alternates. Usually there are 2 alternates per Board or Committee.

The City has 7 Council members, including the Mayor. The City is mapped out in 6 Wards, so each Councilperson represents a Ward. Each board and committee has a Ward seat and consists of 5-7 members and 2 alternates. The Clerk's office does not actively solicit board or committee members, Council can if they so choose to.

The Councilperson's or Mayor's Legislative Assistant will place the appointment on the City Council agenda for Council approval.

**ZOLFO SPRINGS:** The Town of Zolfo Springs does it the same as Venice. When we have a vacancy, we advertise for people to request appointment, then the Mayor will recommend someone for appointment, that is followed up with a motion, second and vote to appoint.

**CAPE CORAL:** I have attached our Council rules. Please see Item T on page 9 of 12. Currently, appointments appear on Regular Meeting agenda, interviews may be conducted, depending on how many applications – a tally is done, and then a vote occurs.

The applications are uploaded in our agenda packets so Council has an info sheet with the request. The only variation is youth council. We try not to do any interviews at the meeting

because the kids' reactions to being selected or not selected can be very emotional and we don't want to put them through that. Council still receives their applications, just doesn't necessarily do the interviews. It does vary from time to time as this the Youth Council hasn't been around all that long.

#### **T. ADVISORY COMMITTEES, BOARDS AND COMMISSIONS**

The names, addresses, and background information of all persons to be considered for appointment by City Council to various City Advisory Committees, Boards, or Commissions shall be submitted in writing on a form provided by the City Clerk. Before Council action, the applications may be considered in the Committee of the Whole. Advisory committees, such as Task Forces, are to be composed of eight (8) representatives, one appointed by the Mayor and each Councilmember, unless otherwise decided by Council.

**SANIBEL:** We ask for applications with a deadline. Each Council member is given the opportunity to interview & clerk's office schedules appointments. Many times even though all may interview Council allows the liaison to make the recommendation.

**BARTOW** collects applications that have been submitted and places them on the agenda for the Commissioners to review and rank them. The Commission ranks the applicants 1-5, with 1 being first choice and 5 being the least choice. The one with the less amount of points is the one who gets appointed to a seat on the board.

**ORCHID:** Our committee members have been chosen by majority vote of the Town Council. Sometimes they'll just discuss which applications are most suitable and then vote following the discussion. Sometimes they'll use simple ballots and a point system, if there are a lot of candidates. I place all the applications in the agenda packet. Usually in the order received. We're fairly informal, so we don't have application forms, instead applicants just email me to say they're interested and why they're a good choice. Then the item is placed on the agenda, the Council discusses how they'd like to select the appointees for whatever open spots there are, finally take a single vote for all the appointments, done and dusted.

**DUNNELLON** - We advertise vacancies on the website and in the local newspaper. When an application is received, it is forwarded to all council members. If we only have one at a time, Council usually discusses it at our workshop. If council wants to appoint the applicant, they can come to a consensus and ask staff to place it on the consent agenda. If there are multiple applications for only one vacancy, it would go on the regular agenda for someone to make a motion as to who they would like to see appointed.

**BELLE GLADE** - Depends upon the board/committee. In some cases, each elected official will recommend someone, which is then approved by our commission. In other cases, staff makes recommendations, which is then approved by our commission.

Our general employees' pension board is made up by three (3) members of the City Commissioners appointed annually by resolutions, and two (2) members shall be full-time employees elected by vote of the members of the General Employees' Pension Fund.

Our Retired Public Safety Officers' board consists of one (1) legal resident of the City, appointed by the other four members of the Board; Two (2) Retirees elected by a majority of the retired members of the Plan; the City Finance Director; the City Clerk; and one (1) City Commissioner selected by the other City Commissioners.

With our Housing Authority Board our Mayor makes recommendations to be approved by our city commission, this is governed by Florida Statutes.

**INDIAN RIVER SHORES:** This Procedure is to outline the recommended steps to be taken by staff and Council prior to appointing one who desires to become a member of a board or committee, through termination of commitment.

## **APPLICABILITY**

This Procedure applies to the Code Enforcement Board, Finance Committee, Police/Fire Pension Board, the Planning, Zoning & Variance Board, and other boards or committees as they become active. As Clerk of the Council, the Town Clerk has the primary responsibility for ensuring that all slots are filled.

## **PROCEDURE**

When a vacancy occurs to any board or committee for which the Town Council is responsible for ensuring representation, this is the process to be followed.

1. Reference Tools. The following Committee/Board management tools are to be maintained by the Town Clerk:
  - a. The master list of each committee or board containing its current members, their appointment, reappointment and term expiration date (Attachment 1 - EXAMPLE)
  - b. The historical database of members to Council, appointed officials, committees and boards (Attachment 2 - EXAMPLE)
  - c. A contact and mailing list for each council member, appointed official, committee and board member (Attachment 3 - EXAMPLE)
  - d. The Organization Chart (attachment 4) and website data (Attachment 5 - EXAMPLE)
  - e. Description & Overview, including establishing authority, terms (Attachment 6 - EXAMPLE)
2. Advertising. Whenever practical, open positions on all Boards or Committees will be posted on the website, News Alerts (which are also posted on the bulletin board), and advertised in the local news briefs.

3. Applications.

- a. Applications will be received by the Town Clerk and maintained in an active file unless/until appointed to serve.
- b. Once appointed, the application stays with the information in the Board/Committee notebook, the elected official's file, or personnel file (if applicable) maintained by the Town Clerk.

4. Selection for Vacancies.

- a. Upon recognition of a vacancy or term expiration, applications on hand and those received will be provided by the Town Clerk first to the Town Manager, then the current board/committee's chairperson, and then as part of the recommendation packet of reference tools for Town Council to review.
- b. For a Regular member:
  - 1) First preference is given to current alternates.
  - 2) Factors to consider are:
    - a) qualifications for the position regardless of current status (alternate or new applicant)
    - b) time served as alternate
    - c) the individual's desire to serve as a full or regular member
    - d) the availability to attend all meetings (full-time resident)
- c. For an Alternate member:
  - 1) Applications received by the Town Clerk will be reviewed by the Town Manager and board/committee chairperson using items 5.b.2) **a)** & **d)** above
- d. The Chairman is appointed by the Town Council unless statutorily directed otherwise.
- e. Interview of Applicant by Town Manager and Chairman of Board/Committee prior to recommendation to Council
- f. Applicant notified of recommendation for appointment and invited to Council meeting
- g. Council provided with application prior to meeting to provide opportunity to conduct interview
- h. Council appoints by majority vote at Town Council meeting
- i. Newly appointed member is notified of appointment and given applicable orientation materials, including **Financial Disclosure** form and instructions, by the Town Clerk

5. Term Calculation

- a. Each person's term is calculated separately for Alternate and Regular Member appointments
- b. Terms are based upon anniversary date of appointment
- c. Appointment "clocks reset" if an Alternate is appointed to a Regular Member position
- d. Term limits are set by Town Council and/or Florida Statutes depending on the committee/board

6. Recognition Upon Completion of Service.

- a. Departing members will be recognized with a printed and framed certificate and a memento of nominal value
  - b. After 8 years or more of service, awarded a Town memento of reasonable value (such as key chain, clock, watch, or gift card)
7. In-service Rewards. All board or committee members are invited to the annual Town Christmas party or other functions sponsored by the Town for Town staff and/or elected/appointed officials.

**TALLAHASSEE:** All of our seats are advertised on our website. Our policy is here:  
<https://www.tal.gov.com/uploads/public/documents/commission/policy/110.pdf>

However, for most non-Quasi-Judicial and non-decision-making boards (i.e. purely advisory boards), the mayor outright makes the appointment.

For the Quasi boards, the mayor makes a nomination which must be ratified by vote of the full City Commission.

A few other boards are structured where each individual commissioner gets to directly appoint someone, and their appointment is not subject to ratification.

I will note that this process was born in 1992, when we still had a rotating mayor process wherein the 5-member city commission would select one of its own to serve as mayor for a 1-year term each year at the time of reorganization. Since 1997, our mayor has been directly elected for 4-year terms.

**OCEAN RIDGE:** We do not have an application. Those that would like to be appointed would just submit a letter of interest along with their resume. Incumbents are excluded from that requirement and they just notify me that they would like to be considered for reappointment. Our Board Appointments happen every April, right after the Town Commission election and it goes as a regular agenda item on the agenda with a memo from me and the resumes and letter of interests attached. The Town Commission vote by ballot and the person with the majority votes wins the position. The Town Commission passes a motion to appoint members as shown on the ballots.

**COCOA BEACH:** Cocoa Beach has Board appointments attached to election outcome. Most of the Boards, have 4 year Board Member terms, same as the appointing Commissioners. Upon the November election, and by January 15 of the following year, each newly elected Commissioner makes appointments to each Boards. When there are Alternate Seats, the appointment rotates among the 5 Commissioners. We changed this system a while back, as some of the Boards' philosophy did not match the Commission's, and there were conflicts. Even though it was looked at as a political move to change method of appointments, years later, it has served well.

**ATLANTIS:** We advertise openings on our website, bulletin boards, in our newsletter. Applications are considered by Council and appointments made via Resolution.

We do annual appointments/reappointments in the spring: applicants interviewed by Council at March meeting, appointments made in April. I ask incumbents if they want to be considered for reappointment. If we get a vacancy any other time, we follow the above.

**ORCHID:** Our committee members have been chosen by majority vote of the Town Council. Sometimes they'll just discuss which applications are most suitable and then vote following the discussion. Sometimes they'll use simple ballots and a point system, if there are a lot of candidates. I place all the applications in the agenda packet. Usually in the order received. We're fairly informal, so we don't have application forms, instead applicants just email me to say they're interested and why they're a good choice. Then the item is placed on the agenda, the Council discusses how they'd like to select the appointees for whatever open spots there are, finally take a single vote for all the appointments, done and dusted.

**MARCO ISLAND:** Below is what is in our code but basically I collect the applications and send them to the council members who have a vacancy. The councilor decides if they want to appoint the individual and I put it on the consent agenda. Here is link to what it looks like on our agenda:

<https://marcoisland.legistar.com/LegislationDetail.aspx?ID=4611862&GUID=9E25F811-AD13-4D37-B239-028A80BE452C>

From our Code of Ordinances:

Except as otherwise provided by state statutes, ordinance, resolution, or motion, appointments to a board, committee, or commission shall be filled by the city council in accordance with the following procedure: (1) The city council may direct the city manager to advertise a vacancy and seek resumes from interested members of the public willing to accept appointment. (2) The composition of each board, committee, or commission shall consist of seven members. Each council member shall reserve the right to recommend the appointment of one member. The city council may accept or reject the recommendation offered by the council member. (3) If a vacancy occurs on the board, committee, or commission during the term of the council member shall have the right to recommend a replacement to fill the vacancy to complete the unexpired term. The city council may accept or reject the recommendation. (4) The city council may delegate the appointment of advisory committees to the city manager.

**BRADENTON BEACH:** Our City places the application on a City Commission meeting and the Mayor can nominate and then the Commission votes.