



# CITY OF KYLE

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## Policy on Soliciting Memberships for City Boards and Commissions

The process for selecting members to fill existing and future board and commission vacancies will comply with the following policy:

1. An official job description for the vacant position on the Board or Commission will be created and posted to the city's website under the volunteer applications page. The city may take any additional measures it determines necessary to ensure there is sufficient awareness of an appointment opportunity.
2. An application for the vacant position will be posted to the city's website on the volunteer applications page. The application must be completed by any person wishing to be considered for the position prior to 5:00 PM on the date identified in the posting as the final day for application submission.
3. City staff will evaluate applications from those citizens who meet the city charter's basic criteria for membership in a first-round evaluation. Staff may determine that the size and/or qualifications of those in the applicant pool are insufficient and reopen the application or otherwise extend the deadline to allow time for more citizens to apply.
4. Based on the first round of evaluation of the applications, applicants that are determined to best meet the requirements of the Board or Commission position, will be selected to participate in a second-round interview process conducted by city staff, which will serve as an opportunity for both parties to familiarize themselves with the position(s) being filled, and the prospective candidate(s).
5. The final candidate(s) will be selected from the interview process and will be presented to the Mayor and City Council for confirmation at a regular city council meeting. The final candidate must be present at the meeting and will have an opportunity to make a statement regarding their candidacy and to answer any questions that the city council may ask.