



CITY OF KYLE

Community Development Department



March 7, 2017

To: Kyle City Council
From: Howard J. Koontz, AICP
Re: Appointment process for Board and Commission vacancy

To establish uniformity in appointing board and commission membership, the city now chooses to publish an official written policy for the process and procedures used to fill Board and Commission vacancies. It is expected that moving forward, the new policy will create consistency in the application and vetting process, and create the opportunity to select individuals more likely to serve their complete appointed term.

In a conscious and planned effort to avoid the appearance of favoritism, irregularities, or other abnormalities in the appointment process, a procedure document has been developed that is largely consistent with the hiring process for other non-appointed city positions. New applicants for volunteer positions should demonstrate the morals and character traits expected of regular city employees.

Utilizing information provided by the applicant and cursory background checks by staff, potential board and commission members will be vetted for their ability to serve and appropriateness for the position solicited. A final in-person interview with staff will help affirm or refute the pre-selected candidate's qualifications. Those individuals selected for service after the interview process still must be confirmed by the City Council prior to service.