



# CITY OF KYLE

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## Policy on Appointments for City Boards, Committees and Commissions

The process for selecting members to fill existing and future board, committee 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. Staff shall notify Council: Send Council a list of names; notify council if no applications were received.
4. Based on the first round 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, personal interview conducted by employed, elected, and appointed city staff, to include: the city manager or his/her designee; and a council member appointed by majority council vote; and the department head that supports the board or commission being staffed. Other personnel may attend as required by the city manager. The personal interview will serve as an opportunity for both parties to familiarize themselves with the position(s) being filled, and the prospective candidate(s).
5. In those instances that multiple interviewees exhibit the virtues and qualifications necessary to fill a single position, those candidate(s) not chosen to fill the solicited Board/Commission vacancy, can and should be recommended to fill other city Board and Commission vacancies for which they are additionally qualified. With agreement from both the applicant and the city review panel, the City Council can alternatively

approve the recommendation from the review panel for an alternative appointment to a different Board or Commission vacancy, pursuant to the term length of that Board or Commission.

6. 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. Nominees are encouraged to attend but are not required.

### Reappointments

1. The interview panel of the board or commission may recommend reappointment of a member with an expiring term for reappointment subject to confirmation by the Council. In such cases, the nomination shall go directly to the Council for confirmation without opening the position for additional applications. If the interview panel does not recommend reappointment, the member may reapply via the application and interview process defined herein.
2. If there is a vacancy for an unexpired term of one year or more, the Council may seat a person seeking reappointment to an unexpired vacant seat.

*Consideration and selection of any appointment to a City of Kyle board or commission shall not discriminate based on actual or perceived race, color, national or ethnic origin, age, religion, disability, gender identity, sexual orientation, veteran status, or any other characteristic protected under applicable federal or state law.*