



CITY OF WHITTIER ADVISORY BOARD APPOINTMENT POLICY AND PROCEDURES

Policy

1. Appointments to vacancies on City boards and commissions (advisory boards) will be made in accordance with the City Charter, Whittier Municipal Code, and other applicable laws.
2. A separate application is required for each advisory board to which a candidate seeks appointment.
3. Applications will be retained for three (3) years.
4. The City accepts applications for all advisory boards throughout the year.
5. Incumbent advisory board members must complete an application for reappointment or appointment to a different advisory board.
6. Incumbent advisory board members who have served two consecutive four-year terms are unlikely to be reappointed to continue consecutive service on the same advisory board; however, the City Council may reappoint an incumbent who has served a partial term and one full term, whose reappointment would not cause their consecutive years of service to exceed 10 years.¹ The City Council reserves its right, under exigent circumstances, to appoint, for an additional four-year term, a member to a board or commission.

Procedure for Advertising Vacancies

At the first Council meeting in February each year, the City Council will consider reappointment of eligible and interested incumbent advisory board members. Advertising of any remaining scheduled vacancies² will occur during the annual recruitment period of March 1-31 in accordance with state law and City policy as outlined below.

¹ City Council policy direction February 11, 2014.

²A Scheduled Vacancy is a vacancy occurring due to the expiration of a four-year term of office on July 1st.

Advertising for unscheduled vacancies³ will be done in accordance with state law. Additional outreach efforts will be made based on direction to the City Clerk in consultation with the Mayor on a case-by-case basis. The close of the recruitment period will be set based on the time required to complete legally required noticing and to receive applications in response to other outreach efforts undertaken for a particular vacancy.

Advertising Method	State Law or City Policy	Scheduled Vacancy	Unscheduled Vacancy
Post in City Clerk's Office ⁴	State Law	Yes	Yes
Post in Central Library	State Law	Yes	Yes
Post in Branch Library	City Policy	Yes	Mayor's discretion
Post at Senior Center/Community Center	City Policy	Yes	Mayor's discretion
Mayor Announces at Council Meetings	City Policy	Yes	Mayor's discretion
Board Chair(s) Announce at Meetings	City Policy	Yes	Mayor's discretion
Council/Advisory Board Members Solicit Applications	City Policy	Yes	Yes
Publish: <i>Daily News</i>	City Policy	Yes	Mayor's discretion
Newsletters: Chamber of Commerce, Uptown Association	City Policy	Yes	Mayor's discretion
Announcement on Channel 6	City Policy	Yes	Mayor's discretion
Announcement on City Web site	City Policy	Yes	Mayor's discretion

Application Process

1. New applicants will have elector status confirmed before their applications are forwarded to the City Council.
2. During the annual recruitment period and when an unscheduled vacancy occurs, the City Clerk will contact candidates to confirm their continuing availability and interest in the position(s) applied for. If an application will be three years old by the

³An Unscheduled Vacancy is a mid-term vacancy occurring due to resignation, removal from office, or death during a term of office.

⁴ A Notice of Vacancy shall be posted in the City Clerk's Office for at least 10 working days within 20 days after the vacancy occurs, as mandated by law. No permanent appointment can be made before 10 working days have transpired.

time it is submitted to the City Council, a new application will be required of the applicant.

3. For scheduled vacancies where an incumbent is not reappointed, applications from incumbent, new, and continuing qualified candidates will be submitted to the City Council in April. In even-numbered years when regular city elections are held, the applications will be submitted to the City Council at the meeting following election certification.
4. For unscheduled vacancies, applications from incumbent, new, and continuing qualified candidates will be submitted to the City Council following the close of the recruitment period.

Interview Process

1. In February, staff will obtain Council concurrence on two meeting dates for advisory board candidate interviews. Staff will advise applicants of these dates. Applicants unable to attend their scheduled interview forfeit their interview and will not be rescheduled.
2. The City Council will determine which applicants, if any, will be interviewed upon receipt of the April report of advisory board applicants.
3. Staff will notify the candidates selected for interviews by telephone, and by mail if time permits.
4. Interviews will be held in a conference room at a noticed and open City Council meeting.

Appointment Process

1. At the first Council meeting in February of each year, the City Council will consider reappointment of eligible and interested incumbent advisory board members, together with the attendance report for those members under consideration.
2. When the City Council receives the annual report of advisory board applicants in April, it may reappoint qualified incumbent advisory board members not previously reappointed; appoint new advisory board members from the applicant pool; or select incumbent and/or new applicants to be interviewed.
3. The annual report of applicants will contain an attendance report for all advisory board members.
4. All applicants interviewed by the City Council will receive a letter from the Mayor regarding the outcome of the interview process. All other candidates will receive a letter from the City Clerk as to the outcome of the appointment process.

Approved by the City Council 5/13/14