

Resolution 34-2008

Whereas, the City Council of the City of Sylacauga appoints members to various boards/committees within the city and desires to establish procedures for filling these board/committee appointments and setting guidelines thereof.

Therefore, be it resolved that the following procedures be established:

Article I. Vacancies.

Section .01. All vacancies on City Council appointed Boards/Committees shall be filled by a majority vote of the City Council.

Section .02. Prior to the expiration of a current board/committee member's term of appointment, the vacancy shall be advertised in a newspaper of general circulation in the City of Sylacauga for a period of approximately thirty (30) days. Such advertisement shall appear at least once per week during the thirty (30) day period.

Section .03. In the event of a newly created board or committee, the same thirty (30) days notice referenced in Article I, Section .02. shall apply.

Section .04. In the event of an unexpected vacancy due to death or resignation, the opening shall be advertised immediately upon receipt of notification of the vacancy or impending vacancy. Advertisement will be in a newspaper of general circulation in the City of Sylacauga for a period of thirty (30) days. Such advertisement shall appear at least once per week during the thirty (30) day period.

Section .05. Such advertisement shall state the board or committee for which the vacancy exists, the number of positions available for appointment, and the deadline for submitting an application.

Section .06. The vacancy/vacancies shall be advertised for a period of thirty (30) days and an additional period of thirty (30) days will be provided for interviews and appointments prior to the expiration of a current board/committee member's term. (Total of sixty (60) days prior to expiration of term.)

Article II. Qualifications.

Section .01. Any permanent, full time resident of Sylacauga (primary residence must be within city limits) who is a registered voter may apply for appointment to a board or committee.

Section .02. The applicant must have expertise, experience or a recognized interest in the area for which the board or committee is formed.

Section .03. The office of the City Clerk shall provide a written description of the duties, responsibilities and expectations of board or committee members. It shall be the responsibility of the appointing authority to develop the description of duties, responsibilities and expectations. The board/committee by-laws should reflect the duties, responsibilities and expectations prescribed by the Council. In the event of a conflict, the parties shall meet to resolve the issue/s.

Article III. Applications.

Section .01. Application forms shall be available from the City Clerk's office.

Section .02. All applications must be received in the City Clerk's office on or before the advertised deadline.

Section .03. All applications shall be accompanied by a resume' or detailed document outlining the applicant's expertise, experience or recognized interest in the area for which the application is being made. Letters of recommendation may be included.

Section .04. No person shall be considered or approved for appointment to any board or committee without a current application on file with the City Clerk.

Article IV. Interview of Applicants.

Section .01. The City Council shall conduct interviews for all applicants prior to making an appointment to a board or committee.

Section .02. The Council shall conduct interviews and make appointments within the thirty (30) days following the advertised deadline.

Section .03. Interviews shall be of sufficient duration to ensure that the applicant has ample opportunity to express to the City Council his/her qualifications to serve on the board or committee and to allow sufficient time for each Council member to question the applicant.

Section .04. The board or committee chairperson may submit in writing a document regarding the ability/inability of an incumbent member to serve.

Section .05. If a majority of the City Council chooses, all applications may be rejected and a request for new applications advertised. The reason/s for such rejection must be documented.

Section .06. If no individual applies for a particular board or committee appointment, the City Council may elect to advertise again for applicants for a period of thirty (30) days or;

Section .07. A majority of the City Council may select an individual for appointment to the board or committee. (NOTE: Any appointee must meet the qualifications as outlined in Article II.)

Section .08. The interviews shall be conducted in a manner to ensure all applicants are treated fairly and equitably and there is no appearance of favoritism in the process.

Section .09. Members of the City Council or others in attendance shall not offer suggestions, tips or encouragement to an applicant.

Article V. General Board/Committee Regulations.

Section .01. The length of service for any member appointed to a board or committee shall be two (2) consecutive terms unless otherwise set by statutory regulations.

Section .02. A person who has served two (2) consecutive terms may re-apply again after the lapse of one (1) complete term of the appointment.

Section .03. Once appointed to a board or committee, a member serves until his/her replacement is named even though his/her term of office might have expired, resignations excepted.

Section .04. In the event an appointed member fails to attend at least seventy five (75) percent of regularly scheduled meetings (within a one (1) year timeframe or three (3) consecutive regularly scheduled meetings), the City Council President shall declare the position vacant and begin the advertisement proceedings.
(NOTE: Documented proof of matters beyond the control of the member shall constitute cause for review with the City Council body prior to the President declaring a vacancy.)

Section .05. No member of any board or committee shall vote by proxy.

Section .06. All boards and committees appointed by the City Council shall adopt and publish by-laws governing their proceedings. Such by-laws will be submitted to the City Council for review and filed with the City Clerk.

Section .07. All boards or committees shall elect officers annually unless specified otherwise in the board or committee by-laws.

Section .08. No board member shall serve on more than one (1) City Council appointed board simultaneously. (Appointments by Mayor are excepted.)

Section .09. All new appointees shall take an oath of office prior to being seated on the board or committee. A signed copy of the oath shall be filed with the City Clerk as a permanent record.

Section .10. Any member of a board or committee created by the City Council and not subject to statutory regulations may be removed by a majority vote of the City Council. (NOTE: This does not extend to boards or committees created by the Council but whose members are appointed by the Mayor.)

Section .11. Members of boards or committees that are subject to statutory authority may be removed under certain conditions specific to the statute.

Section .12. A member of the City Council must recuse him/herself from interviewing, voting or participating in discussions of a candidate when a family member is involved. This will include immediate and extended family members.

Section .13. A member of the City Council is expected to refrain from interviews, voting or participating in discussions if he/she has any question as to his/her objectivity toward the candidate.

Section .14. When a City Council member abstains from interviewing, voting or participating in a discussion, he/she will explain prior to the interview or vote such reason for abstaining.

Section .15. Each board or committee shall prepare an information packet for the new appointee.

The procedures and guidelines contained herein shall apply to all appointments made after adoption of this resolution and shall continue in effect until replaced, changed, or repealed by Council action.

ADOPTED THIS 16th day of December, 2008.

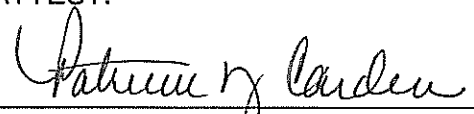
CITY OF SYLACAUGA
A Municipal Corporation


James Heigl, City Council President

APPROVED this 16th day of December, 2008


Sam H. Wright, Mayor

ATTEST:


Patricia G. Carden, City Clerk-Treasurer