



A RESOLUTION MODIFYING APPOINTMENT PROCEDURES FOR CITY BOARDS, COMMISSIONS, AND COMMITTEES; ESTABLISHING A RESIDENCY REQUIREMENT FOR ALL FUTURE APPOINTMENTS; AND REPEALING RESOLUTION NOS. 5678 AND 5747.

WHEREAS, ordinances and resolutions of the City of Albany provide for the appointment of citizens to various boards, commissions, and committees by the Mayor and/or Councilors, subject to ratification by the City Council; and

WHEREAS, it is in the best interest of the City of Albany to ensure that membership on the various boards, commissions, and committees is representative of people in the community; and

WHEREAS, the City Council reviewed appointment criteria and procedures for City boards, commissions, and committees at the February 11, 2019, City Council meeting and requested that staff bring back modifying resolutions and ordinances; and

WHEREAS, the City Council desires to establish a city residency requirement and update appointment procedures for all future appointments to City boards, commissions, and committees.

NOW, THEREFORE, BE IT RESOLVED by the Albany City Council that the following guidelines and procedures for the appointment of members of City boards, commissions, and committees are adopted and shall govern all future appointments made by the Mayor and Councilors:

- A. ROSTER. A roster of individuals serving on each board, commission, or committee shall be maintained by the City Manager's Office. The roster shall contain the following information about each appointee:
- 1) Name, home address, business address, email address, and home and business telephone numbers.
 - 2) Dates of beginning and end of term of the current positions to which the individuals are appointed, as well as their original appointment dates to that board, commission, or committee.
 - 3) The number of years of the regular term of office.
 - 4) The ward in which the appointee resides.
 - 5) The Council member who has made the appointment.

The information above, if required to be set forth, shall be listed under the name of the board, commission, or committee. The roster shall indicate the regular meeting dates; the name and contact information of the City staff liaison; the number of the resolution, ordinance, or statute under which the appointments are made; and a designation of the officers of the advisory body.

- B. APPOINTMENT STRUCTURE. Unless otherwise prescribed by statute, boards, commissions, and committees shall be structured in such a way that each Council member makes at least one appointment. Generally, boards, commissions, and committees shall consist of seven members. Should a board, commission, or committee consist of more than seven members (e.g., the Planning Commission has nine members), the additional appointments shall be made by the Mayor; and, in such cases, the Mayor's appointments will be staggered.

- 1) **Special Procedures for Community Development Commission:** The Mayor shall make all appointments, with ratification by the City Council. Albany Municipal Code 2.27.040 provides for membership composition.

- C. RESIDENCY REQUIREMENT. All appointees shall be residents of the city of Albany, defined as maintaining their principal place of residence within the corporate boundaries of the city of Albany as they exist at the time of appointment. Should an appointee no longer meet the residency requirement,

the appointee will vacate the seat immediately and the appointing Council member shall seek a replacement as soon as possible.

- D. **WARD REPRESENTATION.** Councilors shall make a good faith effort to ensure equal representation of all wards by making nomination from their respective wards whenever possible, but in no case shall appointments be made from outside the jurisdictional limits of the city of Albany. Unless otherwise prescribed by statute, or to fulfill requirements for a certain number of appointees from a particular ward, the Mayor's appointments shall be at-large.
- 1) **Special Requirements for Planning Commission:** Each Councilor has one counterpart and must make nomination from her/his own ward. The Mayor has three appointments that are at-large; however, no more than four members shall be from any single ward of the city. The members appointed by the Mayor will have staggered terms.
- E. **LIMITATIONS TO SERVICE.** No person shall serve simultaneously on the Budget Committee, Library Board, Parks & Recreation Commission, or Planning Commission.
- F. **REGULAR VACANCIES AND RECRUITMENT.** The following process will govern appointments to all vacancies on City boards, commissions, and committees that occur because a member's term of appointment has expired.
- 1) No later than November 1 of each year, the City Manager's Office shall:
 - a. Identify all of the terms for the various boards, commissions, and committees that will expire and become vacant at the end of the calendar year and provide notice of upcoming vacancies to the Mayor and appointing City Councilors.
 - b. Notify all current members of City boards, commissions, and committees whose terms are expiring at the end of the calendar year. Unless prohibited by law or Council policy, all members may apply for reappointment. Incumbents must make application the same as any new applicant.
 - c. Solicit applications through public advertisements from Albany citizens who may be interested in serving on the boards, commissions, and committees.
 - 2) No later than January 1 of each year, the Mayor and City Councilors shall:
 - a. Review all applications for appointments with the appropriate City staff.
 - b. Submit nominations to fill their respective vacancies on each of the boards, commissions, and committees. If possible, the Mayor and City Councilors shall propose and confirm all appointments at their first meeting in January, subject to all City resolutions and ordinances governing the various boards, committees, and commissions. However, if the Mayor and City Councilors are prevented from filling all vacancies, appointments shall be proposed and confirmed at the earliest opportunity.
- G. **OTHER VACANCIES.** For vacancies that occur on City boards, commissions, and committees for reasons other than an expiring term (e.g., a member resigns or is removed because of absences), the following guidelines shall apply:
- 1) If the vacancy occurs after November 1 of the calendar year, advertisement and solicitation of applications for the vacancy shall be made as part of the regular vacancy recruitment process. In addition, appointments shall be made at the same time as the regular expiring terms.

- 2) If the vacancy occurs between March 1 and November 1, the appointing Council member will consider applications submitted during the previous year's recruitment, request that the City Manager's Office advertise the vacancy and solicit applications from interested citizens, and/or the respective Council member can seek their nominee. Via the City Manager's Office, the Mayor or Councilor will submit their nomination to the City Council for ratification at the earliest opportunity.
- 3) Vacant positions will be filled for the remainder of the unexpired term of the previous appointee.

H. RATIFICATION OF APPOINTMENTS AND REMOVAL. All appointments must be ratified by the City Council. Absent an emergency, nominations shall be distributed to the City Council at least five (5) days prior to the meeting at which the appointment is proposed for ratification. All appointees shall serve at the pleasure of the Council and may be removed from their position by a majority of the Council at any time without cause.

BE IT FURTHER RESOLVED that current appointees who do not meet the stated residency requirement or ward designation shall be permitted to serve the remainder of their current terms; however, in the event of a mid-term vacancy, Councilors shall adhere to the above guidelines when nominating a replacement.

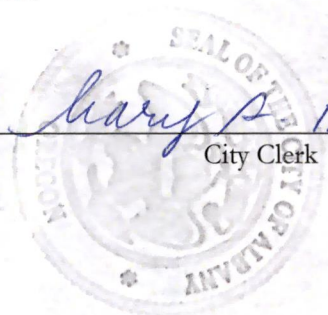

BE IT FURTHER RESOLVED that Resolutions No. 5678 and 5747 are hereby repealed.

DATED AND EFFECTIVE THIS 22ND DAY OF MAY 2019.



Mayor

ATTEST:

City Clerk