

**RESOLUTION NO. 19-010**

**WHEREAS**, Auburn Mayor Ron Anders appointed a Task Force to review the procedures for making appointments to the City's numerous volunteer boards and commissions; and,

**WHEREAS**, the Boards and Commissions Task Force, consisting of Councilmember Kelley Griswold and Mayor Pro Tempore Beth Witten, met on several occasions, reviewed current board and commission appointment procedures, reviewed qualification criteria and requirements, solicited public input, and prepared a memorandum summarizing the Task Force findings and recommendations dated December 4, 2018; and,

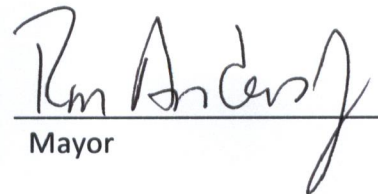
**WHEREAS**, the Boards and Commissions Task Force reviewed their findings and recommendations with the City Council during the December 4, 2018 Committee of the Whole and again during a City Council workshop on December 19, 2018; and,

**WHEREAS**, the City Council desires to provide an open and transparent process for board and commission appointments that will encourage citizen participation in their local government while promoting diversity and inclusion; and,

**WHEREAS**, the attached procedures for board and commission appointments, which procedures are hereby incorporated into this resolution, provide for an open and transparent board and commission application and appointment process.

**NOW THEREFORE, BE IT RESOLVED** that the City Council of the City of Auburn, Alabama does hereby adopt the attached procedures for board and commission appointments.

**ADOPTED AND APPROVED** by the City Council of the City of Auburn, Alabama, this the 8th day of January, 2019.

  
\_\_\_\_\_  
Mayor

ATTEST:

  
\_\_\_\_\_  
City Manager

## **City of Auburn Boards & Commissions Appointment Procedures**

**January 8, 2019**

### **Board & Commission Vacancy Announcements**

- All Board and Commission vacancies will be formally announced on the City Council Meeting Agenda a minimum of four (4) weeks prior to the date of the appointment. Vacancy announcements for the Planning Commission and Board of Educations will be formally announced a minimum of eight (8) weeks prior to the appointment to provide additional time for applicant screening and interviews.
- All Board and Commission vacancies will be publicized utilizing a variety of media including the City webpage, City Facebook page and other social media, monthly Open Line newsletter, City e-notifier system, and press releases to local media. Individual councilmembers will also advise their constituents of vacancies during their respective Ward meetings.
- Announcement/publication of Board and Commission vacancies will include required qualifications specified by State Law and/or City Code.
- The City will conduct a minimum of one open house annually for individuals to learn about the various Boards and Commissions, respective qualification criteria, estimated time commitments and application/appointment procedures.

### **Board & Commission Qualifications**

- Individuals considered for appointment to a Board/Commission will meet all specified qualification criteria according to State Law and/or City Code.
- Individuals considered for appointment to a Board/Commission will generally be residents of the City and serve on no more than one Board/Commission at a time for a period of no more than two consecutive full terms provided, however, that exceptions may be made as provided by State Law and/or City Code and based on the needs of the Board/Commission at the time of appointment for continuity, experience and strategic coordination among respective Boards/Commissions. Residency status, membership on more than one Board/Commission and length of tenure, will be heavily weighted factors in the appointment process but will not exclude a candidate except where required by State Law and/or City Code.

### **Board & Commission Applications**

- All Board and Commission vacancies will be opened for on-line application submittals a minimum of four (4) weeks prior to the date of the appointment. On-line application submittals for the Planning Commission and Board of Education will open a minimum of eight (8) weeks prior to the appointment.

- The application submittal deadline will be at 5:00 PM, eight (8) calendar days prior to the City Council meeting at which the appointment will be made. Provided, however, that the application submittal deadline for the Planning Commission and Board of Education will be at 5:00 PM, twenty-nine (29) calendar days prior to the City Council meeting at which the appointment will be made.
- Board/Commission applications will include a certification statement for applicants to certify that their application is true and correct and further authorizing the City to contact references and to secure additional information as may be necessary.
- Board/Commission applications will include a non-discrimination statement.
- Incumbents seeking a new term must apply for re-appointment.

#### **Board & Commission Appointment Process**

- All applications submitted for consideration on or before the application deadline will be provided to each member of the City Council a minimum of seven (7) days prior to the City Council meeting at which the appointment will be made. Provided, however, that all applications submitted for consideration on or before the application deadline for the Planning Commission and Board of Education will be provided to each member of the City Council a minimum of twenty-eight (28) days prior to the City Council meeting at which the appointment will be made.
- The Mayor Pro-Tem will be responsible for reviewing the applications and for making appointment recommendations to the City Council Committee of the Whole except in cases where the Mayor is specifically responsible for making the nomination (i.e. Historic Preservation Commission, Planning Commission). The Mayor Pro-Tem will utilize a qualifications matrix (attached) to assist in the screening process. In the case of Planning Commission and Board of Education appointments, the Mayor Pro-Tem will be responsible for screening and identifying a reasonable number of qualified candidates to participate in the in-person interview process.
- Individual City Council members may contact the Mayor and/or Mayor-Pro-Tem on behalf of specific candidates during the screening process.
- Nominations for open Board/Commission positions will be made at the Committee of the Whole meeting immediately preceding the City Council meeting at which the appointment will be made. The Committee of the Whole will vote to accept the nomination of a candidate and the appointment will be made during the City Council Meeting.
- Individual City Council members may nominate candidates other than the candidate(s) recommended by the Mayor Pro-Tem.

- Appointments to Boards/Commissions that are the sole responsibility of the Mayor (i.e. Housing Authority and Mayor's Planning Commission representative) will be announced to City Council during the Mayor's Communications portion of the City Council meeting agenda. The Mayor's appointments are not subject to these procedures.

### **Board & Commission Interviews**

- In-person interviews with a panel of councilmembers will be conducted for finalists for Planning Commission and Board of Education appointments.
- A questionnaire will be provided to all finalists in advance of their scheduled interview and each candidate will be asked the same questions from the questionnaire and given a maximum time limit in which to provide their response (example questions attached).
- The Mayor will appoint a minimum three (3) councilperson interview panel to conduct interviews with candidates for vacant Planning Commission and Board of Education positions.
  - The Mayor and/or the Mayor Pro-Tem will serve on the interview panel. Any City Council member not on the interview panel may attend and fully participate in the interviews and subsequent deliberation to recommend one or more nominees for consideration by the Committee of the Whole.
  - Planning Commission nominations are the responsibility of the Mayor, so the interview panel will recommend one or more nominees to the Mayor who will make the nomination at the subsequent Committee of the Whole meeting.

**Matrices to Assist Decision Makers in Initial Assessment and/or Screening of  
Candidates for Auburn City Boards and Commissions  
(NOT to be used as definitive selection criterion)**

All items highlighted in blue on each matrix are mandatory

1. Auburn Downtown Redevelopment Authority
2. Auburn Housing Authority
3. Board of Education
4. Board of Zoning Adjustment
5. Building Board of Adjustments
6. Cemeteries Advisory Board Mental Health – Mental Retardation Board
7. Commercial Development Authority
8. East Alabama Mental Health – Mental Retardation Board
9. Education Building Authority
10. Greenspace Advisory Board
11. Historic Preservation Commission
12. Indian Pines Recreation Authority
13. Industrial Development Board
14. Lee County Youth Development Center
15. Library Board
16. Metropolitan Planning Organization Citizen’s Advisory Committee
17. Parks and Recreation Advisory Board
18. Planning Commission
19. Public Park and Recreation Board
20. Tree Commission
21. Water Works Board

All items highlighted in blue on each matrix are mandatory









































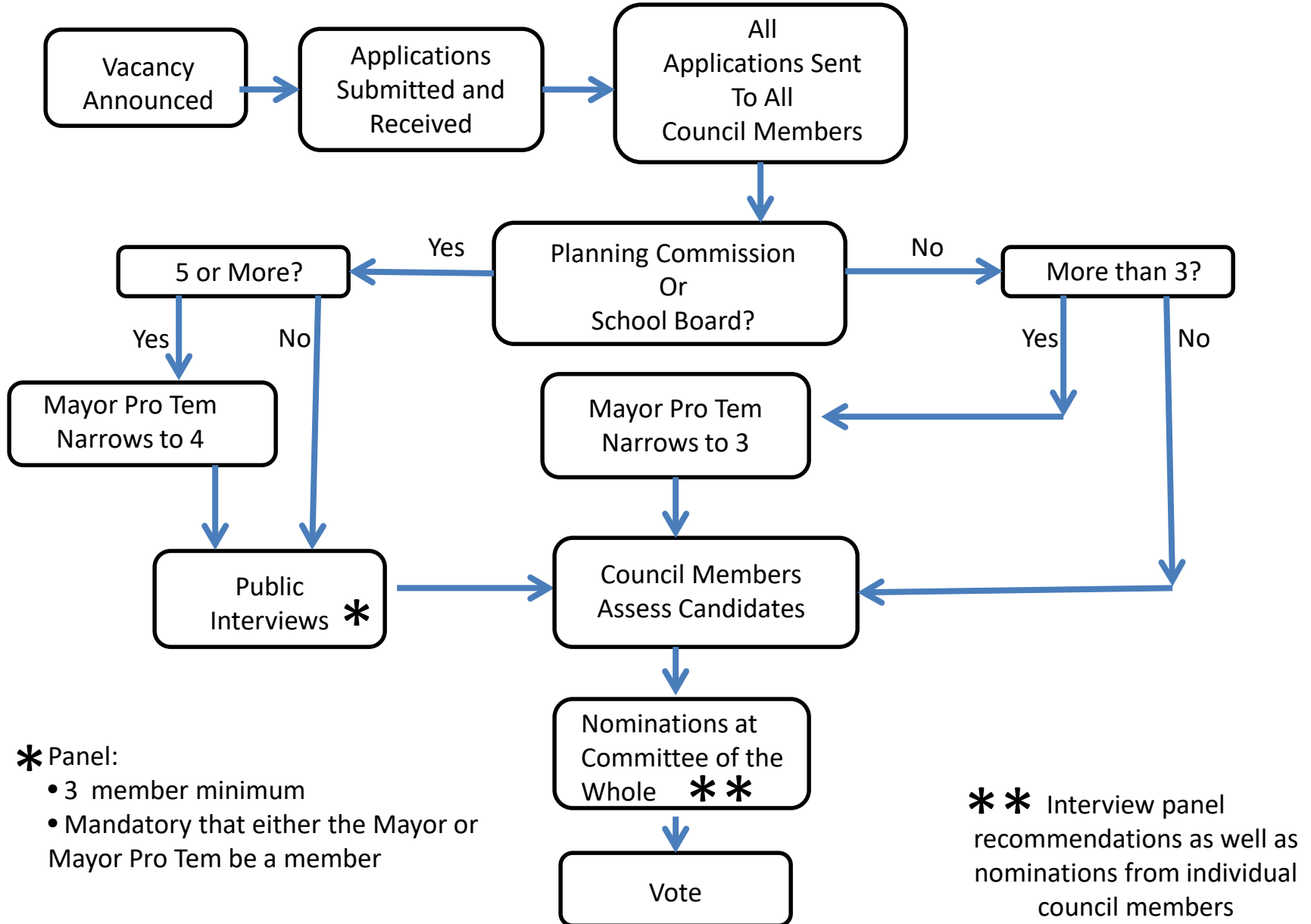








# PROCESS FOR FILLING BOARD AND/OR COMMISSION VACANCIES



**Possible Interview Questions**  
**For Planning Commission Candidates**

**(no more than 5 minutes to reply to each)**

1. Tell us about yourself and why you are interested in becoming a commissioner.
2. Planning Commission members typically spend \_\_\_\_\_ hours per week on city business. Do you have the time, and are you willing, to spend this level of effort?
3. Are there aspects of your education or experience that will be especially helpful in preparing you to serve as a member of the Planning Commission?
4. What do you think will be the greatest planning challenge to Auburn?
5. If faced with the submission of a project that you personally dislike but meets all code standards, master plans and future land use criteria, how would you decide?
6. Should health, safety and/or welfare of the general public or a particular neighborhood override code standards, master plans and/or future land use criteria?
7. How do you propose balancing the need for growth and the desire to keep Auburn's unique character?

## **Possible Interview Questions**

### **For School Board Candidates**

**(no more than 5 minutes to reply to each)**

1. Tell us about yourself and why you are interested in becoming a school board member.
2. School board members typically spend \_\_\_\_\_ hours per week on board business. Do you have the time, and are you willing, to spend this level of effort?
3. Are there aspects of your education or experience that will be especially helpful in preparing you to serve as a member of the school board?
4. What do you think will be the greatest challenge about school board service?
5. The school district was rated \_\_\_\_ in 2015, \_\_\_\_ in 2016, \_\_\_\_ in 2017, and \_\_\_\_ in 2018. What are your thoughts on this trend?
6. What do you see as the board's role vs the administration's role in running the school system?
7. As a school board member, how would you handle a situation where the board takes a position with which you disagree?
8. Please tell us of your experience in managing large organizations and how that experience is applicable to a school district.
8. What do you see as the greatest challenge facing this school system?
9. What makes a school system outstanding?