

City of Cherry Hills Village  
Policies and Procedures  
Adopted by City Council November 18, 2014  
Amended by Resolution 26, Series 2018

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## **Board, Commission and Committee Recruitment, Appointment and Removal Policy**

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### **ADMINISTRATIVE POLICY**

#### Purpose

To establish procedures for the announcement of Board, Commission and Committee vacancies, review of applications and appointment of members. This policy will apply to Boards and Commissions established in the Charter, by ordinance or resolution adopted by City Council and advisory Committees created by the Council. The goal of the policy is to establish procedures that open opportunities for membership to all interested persons and to provide guidance on the procedures used to manage the appointment process.

#### Length of Terms

Boards, Commissions and Committees may be established by the Charter, by ordinance or by resolution. Boards, Commissions and Committees include and have terms as set forth below:

- Board of Adjustment and Appeals (BOAA) – 3 years commencing the third Tuesday in May (Municipal Code Section 16-3-10)
- Planning and Zoning (P&Z) – 3 years commencing the third Tuesday in September (Municipal Code Section 2-6-30);
- Parks, Trails and Recreation Commission (PTRC) – 3 years commencing the third Tuesday in May (Municipal Code Section 2-8-30)
- Cherry Hills Village Art Commission (CHVAC) – 3 years commencing in May/July (Resolutions Appointing Members)
- Quincy Farm Committee (QFC) – 3 years commencing the third Tuesday in May (Resolution 10, Series 2015, Resolution 12, Series 2015, and Resolution 7, Series 2018)

#### Application for Appointment

The City Clerk shall prepare an application form for interested persons to complete and submit as a condition of consideration for appointment. Information concerning the application process and the application form will be maintained on the City's web site. Applications will be accepted both at any time if at the initiative of an interested person as well as in response to announcements of

vacancies. The City Clerk will confirm with applicants not appointed during any recruitment process their interest in having the City maintain their application on file for future consideration. Applications will be maintained by the City Clerk for a period of [2] years. Applications held by the City Clerk for longer than two years will be considered expired.

#### Annual and Periodic Appointment Process

The City Clerk will advise the Council of vacancies as they occur by resignation of a member and report to Council two months prior to expiration of terms regarding the need to appoint persons to fill vacancies due to current members that have served for two full terms. For purposes of counting full terms, an appointment to complete a partial term will not be counted. The Council shall appoint two Council members to review vacancies and applications for each Board or Commission with vacancies. Those Council members assigned shall review all applications, schedule meetings with candidates as necessary and present their recommendation to the City Council.

For PTRC the representation of Council Districts among the members will be considered when any term ends, regardless of the number of terms the member has served. If there is an uneven distribution and the member whose term is ending is in a district already represented on the PTRC, a recruitment process will follow, and the incumbent member will be considered for another term along with any new applicants if they wish to continue serving.

#### Reappointment of Incumbent Members

The City Council recognizes the value of allowing members to serve for more than one term, but also recognizes the importance of having members be active participants. The City Council will consider reappointment of incumbent members based on the following criteria: (1) receipt by staff of confirmation from the incumbent of their interest in reappointment; (2) receipt by the appropriate City Council liaison from the Chair of the applicable board, commission or committee confirming that the incumbent has dutifully attended meetings and actively participated in deliberations; (3) review of the incumbent's meeting attendance record as tracked by City staff, and reassurance from the member of their ability to attend meetings if their attendance record is below 75%. In such case that the City Council approves the reappointment of an incumbent member, no advertisement for applications shall be solicited from the public. Partial terms will not be counted as a full term, consistent with City Council terms.

At the City Council's discretion, after a member has served two terms a recruitment process will follow, and the incumbent member will be considered for another term along with any new applicants if they wish to continue serving.

#### Board, Commission and Committee Member Attendance

Member attendance shall be tracked by City staff with the following guidelines:

- Attendance shall be counted for all regular and special meetings.

- For regular meetings that are cancelled, attendance shall be counted if the cancellation is due to lack of a quorum, but shall not be counted if the cancellation is due to lack of agenda items or is rescheduled due to a holiday.

In order to be fair to all members, regular Board, Commission and Committee meeting times and days shall not be changed except when a regular meeting falls on a holiday.

#### Removal of Board, Commission and Committee Members

The City Council may consider removing any member of a Board, Commission or Committee in the event that either the Chair of a Board, Commission or Committee or the City Manager presents a recommendation to the City Council calling for removal. Upon such a recommendation, the Council shall decide on the review procedure to be followed and act on the matter pursuant to Council determination.

#### Advisory Committees

The City Council may from time to time create advisory Committees. The City Clerk shall prepare an application form for interested persons to complete and submit as a condition of consideration for appointment. Applicants from previous recruitment processes shall also be considered if they have indicated such interest. The City Clerk will confirm with applicants not appointed during any recruitment process their interest in having the City maintain their application on file for future consideration. Persons appointed to an advisory Committee shall serve through completion of the work of the Committee.