

# CITY OF PRESQUE ISLE



## City Council Policy on Appointments to Boards and Committees

Approved by City Council on February 22, 2006  
(Consolidates and replaces previous policies)  
Amended by City Council on January 22, 2007  
Amended by City Council on February 2, 2009

Attest: \_\_\_\_\_  
Deborah Ouellette, Deputy City Clerk

## **CITY OF PRESQUE ISLE**

### **City Council Policy on Appointment to Boards and Committees**

#### **Section 1. Purpose.**

The City Council hereby establishes a policy regarding appointments to various boards and committees in an effort to standardize the procedure the City Council shall use in considering an eligible applicant for an appointment by the City Council. This policy shall not cover, or apply to, filling vacancies on the City Council or School Board.

This Policy shall also govern City Councilors serving as Chair on advisory boards and committees.

#### **Section 2. Eligible Applicant.**

Eligible applicant shall mean any individual who resides in Presque Isle, unless residency is specifically addressed in the by-laws of a board or committee, in which such case the by-laws shall govern. Eligible applicant shall also include such other requirements as required by statute for a individual to serve on a board or committee.

#### **Section 3. Composition of Presque Isle Housing Authority Board of Commissioners.**

Effective with a City Council vote on June 2, 2003, the composition of the Presque Isle Housing Authority Board of Commissioners shall consist of three members from the City of Presque Isle, two members whom are residents, and up to two members from surrounding communities.

#### **Section 4. Appointment.**

The City Clerk shall advertise in the weekly newspaper for all vacant or expired positions on all boards and committees. The City Council shall consider all eligible applicants including any current member of the board or committee for the vacancy. The City Clerk shall advertise vacancies for boards and committees when they become available for appointment.

## **Section 5. Interviews.**

Openings for various boards and committees shall be posted by the City Clerk per Section 4 of this policy with a date and time specific deadline of when written letters of intent shall be received by the City Clerk. Only eligible applicants for an initial appointment to a specific board or committee who submit a written letter of intent shall be offered an interview before

City Council Policy on Appointments to Boards and Committees

Page 2:

the Chair of the City Council and a Councilor selected by the Chair. A recommendation for appointment shall be made to the full City Council from interviewed candidates and the incumbent, if applicable.

## **Section 6. City Councilors Serving as Chair.**

Excluding the Audit Committee, City Councilors shall be prohibited from serving in the capacity as Chair on boards and committees which they serve on.

## **Amendments.**

The City Council may amend this policy at any duly-called City Council meeting providing the written agenda for the City Council meeting lists the request to amend the policy as a stated agenda item.