



# Board Application & Appointment Process

## **Role of Boards and Councils**

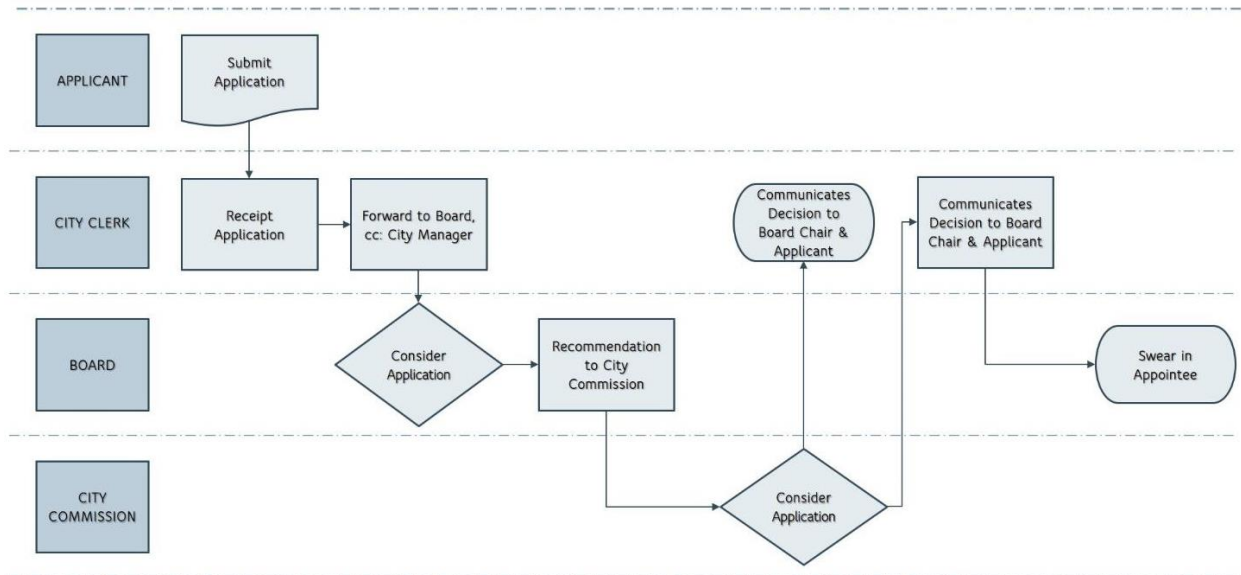
Nearly 100 citizen volunteers serve the City of Buchanan on the City's various boards, commissions, etc., which have major responsibilities in assisting the City Commission and staff in public policy development and implementation. These boards and commissions play a vital role in shaping the community's future and maintaining and improving its quality of life. By serving on these various groups, city residents have the opportunity to truly "make a difference" in their community.

## **Board Appointment Process**

Appointments to City Boards, Commissions, Councils, and Committees are typically made as terms expire each June by the Mayor, subject to approval by the full City Commission. Solicitations for applicants and appointments may be made mid-term to fill unexpected vacancies.

1. Interested individuals submit a board application to the City Clerk.
2. The City Clerk receipts the board application and forwards to the City Manager and the appropriate Board chair(s). Original applications are kept on file in the City Clerk's office for 3 calendar years.
3. In an open meeting of the Board, the application considered with the Board voting to:
  - a. Submit a recommendation to the City Commission that the applicant be appointed to the board, or
  - b. Submit a recommendation to the City Commission that the applicant not be appointed to the board.
4. The Board submits the recommendation to the City Clerk to place on the next City Commission agenda.
5. During a regular meeting of the City Commission, the Board recommendation is considered with the Mayor and Commissioners making the final decision regarding appointment.
6. The Clerk notifies the board chair by email and the applicant by U.S. mail of the City Commission's decision.
7. The Board Chair swears in appointee as new Board Member at the next regular meeting of the Board if the application is met with approval.

## Process Map



## Board Information

Information on each of the boards can be found at the links below:

- [BOARD OF REVIEW](#)
- [BROWNFIELD REDEVELOPMENT AUTHORITY](#)
- [BUCHANAN AREA RECREATION BOARD \(B.A.R.B.\)](#)
- [BUCHANAN PERFORMING ARTS COUNCIL](#)
- [BUCHANAN TREE FRIENDS](#)
- [COMMON COMMITTEE](#)
- [COMPENSATION COMMITTEE](#)
- [DESIGN REVIEW COMMITTEE](#)
- [DISTRICT LIBRARY BOARD](#)
- [BUCHANAN FARMERS' MARKET](#) (subcommittee of the Common Committee)
- [FRIENDS OF McCOY CREEK TRAIL](#) (subcommittee of the B.A.R.B.)
- [FRIENDS OF OAKRIDGE CEMETERY](#)
- [JOINT WATER SEWER BOARD](#)
- [ONE BUCHANAN](#)
- [PLANNING COMMISSION](#)
- [ZONING BOARD OF APPEALS](#)

## Board Application

The board application is intended to ensure that a board appointment is a mutually good fit for both the applicant and the board. In turn, this will ensure greater consistency and productivity in accomplishing the work of the City as a whole.

### Board Application

## Board Expectations & Training

### Expectations

#### Attendance/Participation

To ensure quorums, which are needed for Boards to conduct official business, applications commit to attending at least 75% of regularly scheduled meetings of the board each year, absent emergencies and/or excused absences approved by a unanimous vote of the Board.

#### Ethics

Applicants also agree to abide by the City's Professional Ethics Policy, and further agree to attend all required trainings in order to maintain eligibility to serve.

#### *PROFESSIONAL ETHICS POLICY [adapted to volunteer board members]*

*Employment by [service to] the City carries with it a responsibility to be consistently aware of the importance of ethical conduct. To merit and maintain the complete confidence of our customers and the public, you must conduct your personal affairs and manage their business transactions in a manner, which does not result in adverse criticism from the public, or in any way damage the City's reputation as a responsible business. Generally, criticism may be avoided by refraining from any action or relationship that may conflict with the interests of the City.*

*The City expects that you will acquire a practical working knowledge of the laws and regulations affecting your responsibilities and conduct yourself in accordance with the law. Likewise, those who supervise you are expected to ensure compliance with applicable laws. You are expected to bring possible violations of the City's legal and ethical conduct policy to your supervisor's [board chair's] attention. To the greatest extent possible, reported violations will be kept confidential. The City will not retaliate against employees [volunteers] who report violations of this policy.*

*This policy is designated to enumerate particular business and social relationships, which may present legal and ethical concerns, and to set forth a code of conduct. You are encouraged to seek the advice of your supervisor [board chair] or the City Manager concerning questionable practices. Management reserves the right to determine when your activities represent a conflict of interest and to take whatever action is appropriate to resolve the situation, up to and including termination. Rev 3/25/21 Board Application & Appointment Process 4*

## Open Meetings Act (OMA)

All boards of the City operate in accordance with the Open Meeting Act. As such, all board members should familiarize themselves with the OMA requirements.

[OMA Handbook](#)