



# CITY OF ARVADA CITY COUNCIL POLICY

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Authorized by City Council: Resolution No. 14-008

Policy No. 200.1  
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Effective date: Jan. 6, 2014  
Revision date: \_\_\_\_\_

**TITLE: Membership on Boards and Commissions**

**PURPOSE:** The purpose of this Policy is to establish a recruitment process for membership on the various Boards, Commissions and Authorities for the City of Arvada.

**POLICY:** It is the policy of the City Council to carefully recruit and screen applicants for membership on City Boards, Commissions and Authorities. The terms for most Board, Commission and Authority members end on April 30<sup>th</sup> of each year. Most terms of membership are staggered three-year terms, unless otherwise directed by state statute or City Charter. Unless there are unusual circumstances, individuals shall be appointed to serve on only one Board, Commission or Authority at a time and shall serve for no more than ten (10) to twelve (12) years in that role. If a member of a Board, Commission, or Authority is elected to City Council, membership on that Board, Commission, or Authority shall be terminated or allowed to continue upon taking the oath of public office. All individuals appointed to a Board, Commission or Authority serve at the sole pleasure of the City Council and may be removed at any time pursuant to Section 2-78 of the Arvada City Code.

**PROCEDURES:**

The process for re-appointment of eligible incumbents begins in August. Staff is asked to review their board members whose terms are ending the next April and make a recommendation as to whether they should be reappointed. The City Clerk sends a letter or email to the incumbents asking if they wish to be reappointed. They are asked to complete a reappointment form (attached) by the end of September. The City Clerk schedules a night in late October or early November for the City Council to meet with all the incumbents in groups. Council then discusses whether all the incumbents will be reappointed. After that, it becomes known how many vacancies will need to be filled on each board.

We advertise for new applicants in various ways:

- Display ad in the Arvada Press published early December
- Our community newsletter, *The Arvada Report*, article published in the Dec/Jan issue
- On our home page beginning in December
- On our community bulletin board on KATV Channel 8
- Press release to the media

Deadline to receive new applications is mid-January. Applicants are asked to complete an application form and questionnaire pertinent to each board for which they are applying (example attached). That information is compiled and delivered to City Council in a notebook in late January. The City Clerk includes a ranking worksheet (example attached) based on the number of vacancies, the number of new applications, and the number of candidates to be ranked for interview. Council has agreed to interview at least 3 applicants for 1 vacancy; 4 applicants for 2 vacancies; 5 applicants for 3 vacancies; etc. Council completes and returns the ranking sheets to staff. The City Clerk tabulates the information and sets the interviews with the top-ranked candidates.

Interviews are usually held on two consecutive nights in late February, depending on the number of applicants. Each interview is about 10 minutes. After completing all interviews, Council makes their decision on who will be appointed. Motions for appointments and reappointments are put on the City Council agenda for a business meeting in late March. After the appointments are made, letters are sent to all applicants informing them of their appointment, reappointment, or thanking them for their interest.

Background checks are performed on all appointees who will be serving with children or other vulnerable populations; this includes our Park Advisory Committee; Festivals Commission; Golf Advisory Committee; Sustainability Committee and Arts Council.

Once an appointment has been made, it is the expectation of City Council that all appointees will actively participate in the work of the Board, Commission or Authority. In the event staff reports to City Council that an appointee is not attending meetings or participating at a level expected, the Mayor will send a letter to the appointee asking if they wish to remain on the Board, Commission, or Authority. City Council shall follow the provisions of Section 2-78 when a decision is made to remove an appointee from a Board, Commission or Authority.