

BOARD AND COMMISSION RECRUITMENT AND INTERVIEW POLICY

Policy:

When a vacancy on a board or commission occurs, the City Clerk prepares an agenda report for the City Council so that the City Council can declare the vacancy, a deadline for applications may be established, and an interview date set. The Deputy City Manager prepares a press release which is distributed to all local media, including the Santa Clara Weekly, and it is placed on the City's website. The vacancy is announced on the Municipal Cable Television Channel 15. Copies of the announcement are sent to those individuals on the list of prior applicants and other interested parties.

After the vacancy announcement, at the application deadline, the completed applications are forwarded to the City Council in the regular agenda packet for public review. The City Council interviews all applicants (except the Youth Commission). Civil Service Commission and Planning Commission selection interviews are held during regular City Council meetings. All commission interviews (except Youth, Civil Service and Planning Commissions) are held in the reception area of the East Wing of City Hall prior to a Council meeting and are open to the public. The official appointment of commission members is made at the City Council meeting that evening.

Procedure:

1. If only one candidate has applied for a board or commission opening by the application deadline (or two candidates for two openings) the City Clerk will:
 - Reopen the application time for an additional three weeks.
 - Notify the candidate(s) of the change.
 - Contact the Deputy City Manager to readvertise the opening through distribution of a news release, use of Cable Channel 15, etc.
 - Place an agenda report on the next Council agenda informing the Council that the opening is being readvertised with the new proposed date for the deadline to apply and interview time

Reference: Approved by Council July 21, 1998