

Introduced by Buffaloe Council Bill No. PR 5-26

### A POLICY RESOLUTION

repealing Policy Resolution No. 145-12 establishing revised policies relating to appointments to City boards and commissions and adopting a new policy resolution on the same subject.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COLUMBIA, MISSOURI, AS FOLLOWS:

SECTION 1. Policy Resolution No. 145-12 adopted on September 17, 2012, which established revised policies relating to appointments to City boards and commissions, is hereby repealed.

SECTION 2. The following actions shall be taken to provide public notice of vacancies on City boards and commissions:

- A. The City's website shall include brief descriptions of the boards and commissions which have vacancies, the eligibility requirements for each vacant position and relevant information on filing an application with the City Clerk.
- B. Press releases which list vacancies on City boards and commissions shall be issued. The press release shall include a list of the boards and commissions which have vacancies, the City's website where a brief description of the eligibility requirements for each vacant position can be found and relevant information on filing an application with the City Clerk. Vacancies shall be posted on various social media platforms as determined by staff in order to ensure maximum publicity.

SECTION 3. Applications for City board and commission positions shall be submitted to the City Clerk's office and must be received no later than 5:00 p.m. on the second Friday following the issuance of the press release listing the vacancies. If the second Friday is a holiday, the deadline shall be extended to 5:00 p.m. on the following business day. Applications received after the deadline shall be marked "Late." If there is an insufficient number of qualified applicants to fill all vacant positions on a board or commission, the vacancy will be reposted and included in the press release with the next round of vacancies and all late applications will be forwarded to the City Council for consideration, along with any new applications received in response to the new posting. If there is a sufficient number of qualified applicants to fill all vacant positions on the board or commission, a late application for the position shall be kept on file for one year. During this period, the applicant may apply for any board or commission vacancy by submitting to the City Clerk's office a timely request for consideration in lieu of an application form.

ADOPTED this 20<sup>th</sup> day of January, 2026.

ATTEST:



\_\_\_\_\_  
City Clerk



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Mayor and Presiding Officer

APPROVED AS TO FORM:



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City Counselor