

Introduced by McDavid Council Bill No. PR 145-12

A POLICY RESOLUTION

establishing revised policies relating to appointments to City boards and commissions.

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

SECTION 1. Policy Resolution 127-97A adopted on September 2, 1997, which established policies relating to appointments to City boards and commissions, is hereby repealed.

SECTION 2. The following actions shall be taken to advertise 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. Notices shall be placed in the front section of the Columbia Daily Tribune and the Columbia Missourian announcing vacancies on City boards and commissions. The notices 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.
- C. Media advisories which list vacancies on City boards and commissions shall be distributed to local news media. The media advisory 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.

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 an advertised vacancy. 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 readvertised and all late applications will be forwarded to the City Council for consideration, along with any new applications received in response to the advertising. 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.

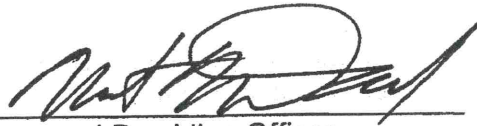
Portland Record
Filed in Clerk's Office

ADOPTED this 17th day of September, 2012.

ATTEST:



City Clerk



Mayor and Presiding Officer

APPROVED AS TO FORM:



City Counselor