

## 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 ~~145-12127-97A~~ adopted on September ~~17, 20122,~~ ~~1997~~, which established revised policies relating to appointments to City boards and commissions, is hereby repealed.

SECTION 2. The following actions shall be taken to ~~advertise~~ 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. 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.~~

~~BC. Press releases~~ Media advisories which list vacancies on City boards and commissions shall be ~~issued~~ distributed to local news media. The ~~press release~~ 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. Vacancies shall also be posted on the city website and various social media platforms 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~~ 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~~ re-posted along with a press release and all late applications will be forwarded to the City Council for consideration, along with any new applications received in response to advertising 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 \_\_\_\_\_ day of \_\_\_\_\_, 2025.

ATTEST:

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

\_\_\_\_\_  
Mayor and Presiding Officer

APPROVED AS TO FORM:

\_\_\_\_\_  
City Counselor