

## CITY OF YACHATS

### ADMINISTRATIVE POLICY NO. 9

### COMMISSION VACANCIES

#### OBJECTIVES

To establish an accepted procedure for filling Commission and Committee vacancies that is fair and consistent and conducive to establishing open access to City Government.

#### PROCEDURES AND OBJECTIVES

1. City Recorder shall maintain a working list of all citizens filing an application for service on City Commission, Boards, and Committees. Applications shall be kept until the person is appointed, becomes ineligible to serve, or withdraws the application.
2. The Commission, Board, or Committee shall consider the names of all persons currently on file and any person at the meeting that has expressed an interest in serving on that body.
3. Candidates shall be interviewed by the Commission, Board or Committee to discuss their qualifications and reasons for wanting to serve.
4. **Recommendations.** The Commission, Board or Committee shall then deliberate and present a recommendation to the Council of qualified candidates for the current vacancy.
5. Candidates and any person at the Council meeting who expresses a willingness to serve shall be interviewed by City Council at either a work session or regular meeting before being appointed. Incumbents seeking reappointment are not required to interview.