



## Board & Commission Application & Selection Process

### APPLICATION PROCESS

1. The City of New Albany consistently solicits board and commission applications using various communications tools, including the LIST e-newsletter, social media platforms and the website (a board/commission application can be found online at <https://newalbanyohio.org/new-albany-board-and-commission-interests/>). City Council and staff also communicate with individuals and community groups via phone, letters and visits to promote board and commission opportunities. The Clerk of Council accepts applications year-round. Most board and commission seats have a term of three years but position openings can occur during the year from time to time if someone resigns their seat before their term expires.
2. Completed board or commission applications consist of a resume and brief questionnaire which help City Council better understand an applicant's interests, some of which may be outside of their professional background outlined on a resume. Prospective applicants may submit supplemental cover letters as part of their application, but these letters are not required.
3. Once completed applications are received, the Clerk of Council confirms receipt to the applicant. Applicants are welcome to contact City Council members or city staff concerning the function of each board or commission, although there is no requirement to do so to be considered. Applicants can also attend various board and commission meetings to gauge interest in any of them, as city board and commission meetings (as well as City Council meetings) are open to the public.

### SELECTION PROCESS

4. When a city board or commission opening occurs, The Clerk of Council communicates with the specific City Council member who serves as the liaison to the board or commission for which there is an opening. At this time, the liaison is provided access to all board and commission applicant information for those who have fully completed an application (including resume and questionnaire).

5. Upon review of the applicant information, the liaison provides one or multiple preliminary recommendations to the Clerk of Council, who then sends an email to all City Council members attaching completed application information (resume and questionnaire) of the preliminarily recommended applicant(s). This email also includes a memo with a list of all other potential board and commission applicants who have complete applications on file, with a promise to forward any additional applications to City Council upon their request.
6. After the Clerk of Council sends the above memo to City Council, they create an agenda item for an upcoming City Council meeting to formally discuss the board or commission opening. At that City Council meeting, typically in executive session, all City Council members will discuss the liaison's preliminary recommendations to fill the board or commission opening. In addition to these recommendations, City Council members have access to every completed application of board/commission applicants for review. If any City Council member believes other applicants should be considered beyond the preliminarily recommended candidate(s), further discussions will proceed as needed. Upon concluding their discussion regarding the candidates for the open seat(s), City Council members then select a first choice and alternate choice(s) (while still in executive session).
7. Following the meeting, the Clerk of Council contacts the applicant(s) in their order of rank as determined by City Council during their meeting. This is done to re-affirm an applicant's interest in serving on the open board or commission seat. These communications may continue as necessary over the next couple of weeks until the Clerk of Council receives a positive response from a candidate (if the first choice candidate says yes, that is the only communication that is made).
8. Once the Clerk of Council has an affirmed applicant to fill the open seat based on their communications, they will then place an item on an upcoming City Council meeting agenda for City Council to formally fill the opening by voting on the chosen applicant who affirmed their interest. This formal vote will take place at an advertised City Council meeting that is open to the public. Once City Council formally approves the choice, the chosen applicant fills the open seat until such time that they resign or the term expires.
9. All applications are a public record that can be requested at any time from Clerk of Council.