



Board & Commission Application & Selection Process

APPLICATION PROCESS

1. The City of New Albany will solicit 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>). Council and staff may also communicate with individuals and community groups via phone, letters and visits to promote board and commission opportunities.
2. Clerk of Council Jennifer Mason (jmason@newalbanyohio.org), with the help of the Public Information Office, will post openings and accept applications pursuant to the instructions in that posting. Most board and commission seats have a term of 3 years, but position openings can occur during the year from time to time if someone resigns their seat before their term expires.

NOTE: All applications are a public record that can be requested at any time from Clerk Mason.

3. 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.
4. Once completed applications are received and the deadline has passed, Clerk of Council Mason will provide them to council. 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

5. Council members will have access to the applications electronically and/or in person.

6. Upon review of the applicant information, the Council Liaison and/or Administrative Committee Chair may provide one or multiple preliminary recommendations to council.
7. Council members will discuss the applications received, typically, in an executive session specially designated for appointment of public officials at any regular or special council meeting.
8. If council cannot reach an agreement on an appointment, council may choose to (1) reopen the application process and/or (2) interview a selection of candidates in a regular or special council meeting.
9. Once a candidate, and possibly a back-up candidate(s), has been selected, Clerk Mason contacts the applicant(s) in their order of rank as determined by council. 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 until Clerk of Council Mason receives a positive response from a candidate.
10. Once Clerk Mason has an affirmed applicant to fill the open seat based on her communications, she will (1) contact the remaining applicants to let them know the position was filled and (2) place an item on an upcoming council meeting agenda for council to formally fill the opening by voting on the chosen applicant who affirmed their interest.
11. Council's formal vote to appoint an applicant will take place at an advertised council meeting that is open to the public. The applicant does not need to be present to be appointed.
12. Once council formally approves the choice, the chosen applicant fills the open seat, subject to council's will or until such time that they resign or the term expires.
13. Applications will be destroyed according to the Council Records Retention Schedule (after 2 years – unless appointed) which posted on-line and available upon request.