



CITY OF KIRKLAND

City Manager's Office

123 Fifth Avenue, Kirkland, WA 98033 425.587.3001

www.ci.kirkland.wa.us

MEMORANDUM

To: Dave Ramsay, City Manager

From: Marilynne Beard, Assistant City Manager
Robin Jenkinson, City Attorney

Date: April 10, 2009

Subject: BOARD AND COMMISSION APPOINTMENT POLICY

RECOMMENDATION:

City Council considers approval of the attached resolution adopting a policy concerning appointment of board and commission members.

BACKGROUND DISCUSSION:

The attached resolution and policy reflects a request of the City Council to clarify its policy with regard to eligibility for appointment to city boards and commissions. The request was made in the context of a review of council policies and procedures and concerns eligibility of household members to service on boards and commissions. The attached policy recommendation (Attachment A) is a verbatim excerpt from the Council Policies and Procedures Manual with proposed edits (in strike and edit format). In addition to this specific edit, four additional issues were raised in previous meetings relative to this policy:

1. Clarification with regard to sanction or dismissal of board or commission members by the City Council.
2. Clarification on the use of executive session for discussion of qualifications.
3. Policy providing for orientation of all new board and commission members.
4. Policy providing for exit interviews for board and commission members.
5. Clarification of the term "nepotism" and its applicability at intergovernmental levels (i.e. between the city and county or city and state offices).

If Council is interested in pursuing additional edits to address these issues, staff will prepare further edits for consideration or prepare additional reports.

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5.1 ~~BOARD AND COMMISSION~~ APPOINTMENT AND REAPPOINTMENT POLICY

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It shall be the policy of the Kirkland City Council to make appointments to official advisory boards or commissions generally in accordance with the following:

Applicability/Definition

For the purposes of this policy, the term advisory board shall include the following appointed bodies:

Cultural Council	Library Board
Design Review Board	Lodging Tax Advisory Council
Disability Board	Park Board
Human Services Advisory Committee	Planning Commission
Kirkland Senior Council	Transportation Commission

Eligibility

Relatives ~~or~~ family members or household members of Councilmembers will not be eligible to serve on City advisory boards. Members of the family of a City employee who works in a department, that provides staff assistance or support to an advisory board, shall not be eligible to serve on that board.

Non-Discrimination

The Council shall not discriminate on the basis of an applicant's race, ethnic background, creed, age*, sex, marital status, sexual orientation, or sensory or physical handicap in the making of appointments.

*City Council has made age a qualification for specific seats on certain advisory bodies.

Concurrent Offices

At no time shall any person serve concurrently as a member of more than one of the above-listed City Boards.

Terms

Appointments shall be made for four-year terms. Terms shall expire on the 31st of March of the applicable year. A member being appointed to fill a vacant position shall be appointed to fill the vacancy for the remainder of the unexpired term.

Term Limitations

No individual shall serve more than two full four-year terms as a member of a City of Kirkland appointed advisory board.

Attendance

Appointees shall attend 80% of all meetings in any 12-month period for which there is no prearranged absence, but in any case shall attend no less than 60% of all meetings unless waived by the City Council.

Appointment/Reappointment

An open competitive process will be used to fill vacancies. City Council will initiate an open and competitive application process and solicit applications for the position(s). All advisory

board members completing their term and who are interested in reappointment will be required to go through the open competitive process.

Application Process

Openings for advisory board positions shall be widely advertised in local newspapers, as well as other means available and appropriate for this purpose. If an incumbent is eligible to apply for reappointment, this information shall be included in the announcement. Applicants shall be required to complete a City application form provided for this purpose, and to submit a completed application by the specified recruitment deadline. Late applications will not be accepted; however, the City Council may choose to extend an application deadline, if necessary, to obtain a sufficient number of applicants for consideration. Copies of all applications will be provided to the City Council.

Criteria for Reappointment

Information will be sought from the Board/Committee Chairs and the City Manager (or appropriate staff) when considering reappointments. Reappointments are based on the following criteria:

Minimum performance – attendance, incumbent reads the materials, has a basic understanding of the issues, and participates in discussion.

Performance – has well-thought-out arguments, logically presented, and is a good advocate. Shows ability to analyze complex issues and to judge issues on substantive grounds. Understands difference between quasi-judicial and legislative matters.

Personal relations – has good understanding of relative roles of Council, Commissioners and staff and is sensitive to staff's job. Is generally respectful of others' viewpoints. Is a good team player, shows willingness to compromise, work toward a solution, without sacrificing his/her own principles.

Growth/improvement – has shown personal and/or intellectual growth in the position. Has shown improved performance, has taken advantage of continuing education opportunities or other indicia of growth or improvement.

Public benefit – reappointment provides a benefit to the commission as a body; provides or enhances balance on the commission geographically and/or philosophically.

Appointment Process

Upon receipt of applications, the Council may choose to interview all applicants or in the event of a large number of applicants, use a screening process to reduce the number of candidates for interview. The Council may establish criteria for screening. Preliminary screening may be performed by the Council serving as a committee-of-the-whole, or by a Council subcommittee appointed by the Mayor for this purpose. In the event a subcommittee is utilized to screen applicants, non-subcommittee Councilmembers will be invited to convey their comments and questions regarding the qualifications of the applicants to the screening committee.

Interviews of applicants shall be conducted in open session. The chairperson of the respective advisory board (or a representative) will also be invited to attend the interviews, and may participate in the process to the degree desired by the Council. Upon completion of the interviews, the Council will convene in executive session to discuss the qualifications of the candidates, as provided for by law. The Council shall make its appointment in open session. Following appointment, the appointee, as well as all other candidates, will be notified in writing of the Council's decision.

RESOLUTION R-4758

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND
ADOPTING THE BOARD AND COMMISSION APPOINTMENT AND
REAPPOINTMENT POLICY.

WHEREAS, adoption of a City Council policy for the
appointment and reappointment of Kirkland board and commission
members will provide guidelines for eligibility, terms, the application
and appointment process, and reappointment criteria; and

WHEREAS, providing such guidelines and criteria will aid in
expeditiously filling of vacancies for boards and commissions; NOW,
THEREFORE,

Be it resolved by the City Council of the City of Kirkland as
follows:

Section 1. The Board and Commission Appointment and
Reappointment Policy attached as Exhibit A is adopted.

Passed by majority vote of the Kirkland City Council in open
meeting this ____ day of _____, 2009.

Signed in authentication thereof this ____ day of _____,
2009.

MAYOR

Attest:

City Clerk

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