



## **POLICY ESTABLISHING PROCEDURES FOR APPOINTMENTS TO CITY BOARDS & COMMISSIONS**

### **I. General Policy Statement & Objective.**

The purpose of this policy is to establish procedures for appointments to City Boards and City Commissions by providing an open, accessible appointment process, which invites all interested parties to become involved in city government. It is the Council's desire to engage full participation in the development and implementation of the policies of the City of Anoka.

### **II. General Guidelines.**

The Boards & Commissions of the City of Anoka shall be voluntary advisory bodies to the City Council, charged with the responsibility of researching, reviewing, and making recommendations on related issues.

### **III. Guidelines for Advertising.**

Annually, the City shall advertise for applications to Boards & Commissions during the month of October, providing for a minimum of thirty days for the submittal of applications.

Advertising for vacancies created by resignations shall be done so by the directive of the City Council upon acceptance of a resignation or declaration of a vacancy.

Advertisements shall be placed in the official newspaper of the City of Anoka, ~~and when possible, posted on the City Bulletin Board, City Newsletter and Cable broadcast.~~ **posted on the City website and distributed through Social Media outlets. Application submittal time will be no less than 10 working days from the date of publication.**

A deadline for submittal of applications shall be set out in the advertisement. **Applications by the deadline date will be presented at the next possible regular meeting of the City Council following the deadline for application submittal.**, however, applications may be accepted and considered by the City Council up to the date of the meeting where the appointment will take place, as long as the application is submitted to the City in a timely manner where staff is able to provide copies to the City Council and public prior to the beginning of the meeting.

### **IV. Application Process.**

All parties interested in being appointed or re-appointed to a Board or Commission must fully complete an application provided by the City of Anoka for each respective Board or Commission to which they are applying. Incomplete applications will not be accepted.

Applicants must provide information within the application which includes, but is not limited to: Full Name, Home Address, Contact Phone Numbers and email address (if available), a Statement of Interest, qualifying education and experience, professional/civic/community activities which are relevant in qualifying to serve on a particular board or commission, availability to attend meetings and fulfill responsibilities of appointment to board/commission and references (optional).

### **V. Appointment Process.**

Appointments shall be made annually by the City Council at their first regular meeting in December. In the event that there are more applicants than vacancies, at its discretion the City Council may choose to interview interested applicants. Members shall be appointed by a majority vote of the City Council, unless otherwise provided for by State Statute.

**VI. Residency Requirements.**

It is declared by the City Council that a requirement of residency for all boards and commissions is not in the best interest of the City and it has been determined that residency requirements are as listed below, per enabling ordinance or resolution:

Home Rule Charter Commission:	Appointed by District Court Judge. Members of the Charter Commission are prohibited from simultaneously serving on a standing City Board or Commission. (This prohibition does not apply to Ad-Hocs, Task Forces or other committees, which are temporary in nature.)
Economic Development Commission:	Residency is required for at least five (5) members. Members must be those, who in the judgment of the City Council, are representative of the community and are qualified by training and experience and interest useful for the fulfillment of the Commission's responsibility in economic development.
Heritage Preservation Commission:	Residency required. Members must be citizens of the City of Anoka who have demonstrated an interest in the historical, cultural or architectural development of the City and at least two members shall be preservation-related professionals, if available in the community. Per Minnesota Statute 471.193, the Commission must include a member from the Anoka County Historical Society, if available.
Housing & Redevelopment Authority:	Residency required by Minnesota Statute 469.003.
Human Rights Commission:	Residency not required. Members must demonstrate an interest in Human Rights and Social Justice Issues.
Parking Advisory Board:	Members shall be either residents, property owners, or rent office/commercial/industrial space in the City of Anoka.
Parks & Recreation Board:	Residency required.
Planning Commission:	Residency required.
Utility Advisory Board:	All members of the board shall be either residents, property owners, utility customers, or employees of businesses in the City of Anoka. At least four (4) members shall be residents of the City of Anoka.
Waste Reduction & Recycling:	Residency required. Members must be residents of the City of Anoka and are expected to be interested in solid waste matters as they relate to the overall general welfare and development of the community.

**VII. Terms.**

Terms shall run from January 1<sup>st</sup> through December 31<sup>st</sup>, with the exception of Charter Commission appointments. Length of terms shall be as outlined in each respective Boards/Commission enabling ordinance, resolution or bylaws, or as listed in current City Code.

**VIII. Vacancies/Resignations.**

A vacancy shall immediately be declared when a member no longer meets the requirements to serve on a City Board or Commission, or when it is determined by the City Council that removal of an individual from a Board or Commission would be in the best interest of the City, or when a resignation of a member is accepted by the City Council. Removal of a Board or Commission member is by a majority vote of the City Council or as required in enabling resolution/ordinance/bylaws.

*NOTE: Individuals may serve on only one board/commission at a time.*

**Policy History**

Initially Adopted: 03.21.2005