



Standard

1. Authority

RMC 2.04.060 authorizes the City Manager to issue rules or administrative regulations not inconsistent with general law, the Charter or ordinances of the City, outlining the general procedure for the administration of City activities under the City Manager's jurisdiction.

2. Policy

The City is committed to utilizing a fair and consistent process for recruitment and selection of qualified volunteer citizens to serve as members of the City's various boards, commissions and committees.

3. Purpose

The purpose of this policy is to establish the process by which the City of Richland will fill vacancies on its presently existing or subsequently created boards, commissions and committees.

4. Application

This policy applies to all of the City's boards, commissions and committees defined in Richland Municipal Code Title 2 and RMC 23.70.040, as well as all individuals involved with recruitment and appointment of members to the City's board, commissions and committees.

Practice

1. Term Expiration; Process Designation

- a. Per Resolution No. 30-15, position terms for the City's various boards, commissions and committees expire on either March 31 or September 31, depending on the particular board, commission or committee ("March recruitment" or "September recruitment").
- b. March recruitment affects the following boards, commissions and committees: Arts Commission, Board of Adjustment, Code Enforcement Board, Parks and Recreation Commission and Planning Commission.

- c. September recruitment affects the following boards, commissions and committees: Americans with Disabilities Act Citizens Review Committee, Economic Development Committee, Library Board, Lodging Tax Advisory Committee, Personnel Committee and Utility Advisory Committee.
- d. The recruitment process identified by this policy applies to all boards, commissions and committees affected by a March or September recruitment. The recruitment process for the following boards and commissions are determined on a case-by-case basis in conjunction with the City Manager's Office:
 - Richland Public Facilities District;
 - Tri-Cities Regional Public Facilities;
 - Benton County Mosquito Control Board; and
 - Tri-City Hotel Motel Commission.

2. Vacancy Announcement

- a. When a vacancy is anticipated due to annual term expiration resulting in a March or September recruitment, the City Clerk's Office will commence the recruitment process eight (8) weeks prior to the March/September term expiration date.
 - i. All incumbent members with a term expiring in March/September will be notified by the City Clerk's Office eight (8) weeks prior to the member's term expiration date. In addition, the incumbent member will be informed of his/her eligibility to reapply, including whether a one-time waiver is available per Richland Municipal Code.
- b. When a vacancy occurs due to resignation or removal of a member, the City Clerk's Office will initiate the recruitment process upon receipt of a written resignation from the member or a written notice of removal from the board, commission or committee chair, staff liaison, or City Council.
- c. Once the vacancy has been established, the City Clerk's Office will prepare a vacancy notification and application fact sheet and distribute it to the following: Council liaison and alternate, board, commission, or committee chair and vice chair, staff liaison, administrative support to the staff liaison, and the Communication and Marketing Division. Notice of the vacancy will also be given to the City Manager's Office.

3. Advertising

- a. With the exception of March/September recruitments, vacancies will be advertised for a period of not less than two (2) weeks; provided, however, that all vacancies will remain open and under advertisement until a sufficient number of applications

are received as determined by the board, commission or committee chair and/or staff liaison.

- b. Advertising methods include, but are not limited to January and July utility billing mailers to promote March and September recruitments, social media, the City's website, public-facing reader board and bulletin boards, and postings with outside agencies where appropriate.
- c. The board, commission or committee staff liaison may consider instructing the City Clerk's Office to contact former applicants to inquire whether interest to serve remains and to provide details about the vacancy and application process.

4. Review of Application Materials

- a. The City Clerk's Office will timely review all application materials submitted in connection with an established vacancy for completion and compliance with RMC 2.04.100. Incomplete applications will be returned to the applicant for further action.
- b. Potential conflicts of interest will be forwarded to the City Attorney for review and direction.
- c. The City Clerk's Office will promptly notify all applicants who are disqualified due to a conflict of interest or for some other disqualifying basis.
- d. The City Clerk's Office will provide, in an electronic format, complete application packets of all eligible applicants for a particular recruitment to the appropriate board, commission or committee chair and vice chair, Council liaison and alternate, staff liaison, and administrative support to the staff liaison for review and use during the interview process. The staff liaison will coordinate with the Council liaison and board, commission or committee chair to determine who will sit on the interview panel. Although the composition of an interview panel may change from recruitment to recruitment, it shall remain consistent for the duration of each particular recruitment.
- e. The City Clerk's Office will retain the original completed application packets as required by state law.

5. Interviews

- a. Interviews will be conducted by the interview panel seated for the particular recruitment effort (see Section 4(d) above). The staff liaison will staff the interviews and provide input upon request, and may participate in the interviews upon invitation by the chair and Council liaison.

- b. The interview process is managed by the staff liaison with direction and input from the Council liaison and the board, commission or committee chair as appropriate. Interviews will be timely held and follow all Human Resources best practices. Consistent with state and federal law, the City will not discriminate against any person because of race, religion, color, sex, national origin or any other legally recognized protected class status.
- c. After the interviews are concluded, the staff liaison will notify the City Clerk's Office in writing of the interview panel's recommendation(s) for appointment.
- d. If no recommendation(s) for appointment result from the interview process, the staff liaison will send a written request to the City Clerk's Office asking that the vacancy be re-posted for another two-week period, or indefinitely until filled.
- e. Once interviews are concluded, all interview materials (notes, questions, etc.) will be forwarded to the City Clerk's Office for retention per the state retention schedule.

6. Appointment / Reappointment

- a. Upon receipt of a written recommendation, the City Clerk's Office will prepare a staff report and add the recommendation(s) for appointment to the next regularly scheduled City Council meeting agenda as an Item for Approval in the Consent Agenda section. Applicants will not be notified of their recommendation for appointment until after Council has taken action on the recommendation. The staff report will contain a statement advising that original application materials are available for review in the City Clerk's Office.
- b. Applicants who were not chosen for appointment or reappointment will be notified in writing by the City Clerk's Office within one (1) week following Council's appointment action.
- c. Within two (2) weeks of appointment, all new members will receive the following from the City Clerk's Office:
 - Written confirmation of their appointment or reappointment;
 - An information sheet providing details of the board, commission or committee to which they were appointed;
 - The date and time of the mandatory *New Board, Commission, Committee Member Orientation* hosted by the City Clerk's Office (this training session is waived for reappointed members);
 - Instructions on how to take the state-mandated Open Government training, which is required for all new members. Reappointed members must refresh this training every four (4) years. The City Clerk's Office monitors and

coordinates this mandatory training requirement with board, commission and committee members.

7. Term Effective Date

- a. The term of a newly appointed or reappointed member commences on the first day following expiration of the preceding term; provided, however, that a new member's term will commence on the first day following Council's appointment action when his or her appointment results from the predecessor's resignation or removal.

Responsibilities

City Clerk's Office is responsible for developing detailed procedures to implement this policy, providing orientation for newly appointed members, tracking and coordinating state-mandated training for board, commission and committee members, and for addressing questions related to the board, commission and committee recruitment process.

Supervisors, managers, and directors (referred to as supervisors) who serve as staff liaisons to one or more boards, commissions or committees are responsible and accountable for reviewing and understanding this policy; providing assistance during the interview process, and communicating with the City Clerk's Office on issues surrounding member recruitment, appointment and participation.

The **City Manager** is responsible for overall City compliance with this policy.

Guide

Consistent with the City's shared values of *teamwork*, *integrity* and *excellence*, this policy is intended to ensure a timely, orderly and fair process for recruiting and appointing qualified members to the City's various boards, commissions and committees. The City is proud to be noted for excellence in citizen participation, and draws tremendous value and strength from the volunteer participation of Richland citizens on the City's many boards, commissions and committees.

Approval



City Manager

May 30, 2018
Date

Responsible Administrator: City Clerk's Office

Revision History:

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