

# APPOINTMENT PROCESSES

## *City of Chula Vista Boards and Commissions*

Type	Appointment Process Description	Applicable Boards & Commissions/# of Seats
<b>A</b>	<p><b>GENERAL APPOINTMENT PROCESS</b> (<a href="#">CVMC 2.25.052(A)</a>)</p> <p>When a vacancy occurs, the City Clerk shall forward applications received for the vacant position to the Mayor, who shall review the forwarded applications, select applicants to be interviewed, interview selected applicants, and make nominations for appointment, subject to the City Council's approval.</p> <p>*These commissions have a slightly modified version of this process. Please refer to <a href="#">CVMC 2.33.040</a> (Cultural Arts Commission) and <a href="#">CVMC 2.65.050</a> (Privacy Protection and Technology Advisory Commission).</p>	<ul style="list-style-type: none"> <li>• Board of Appeals &amp; Advisors/5 Seats</li> <li>• Board of Library Trustees/6 Seats</li> <li>• Charter Review Commission/7 Seats</li> <li>• Civil Service Commission/2 Seats</li> <li>• Cultural Arts Commission/10 Seats</li> <li>• Health, Wellness, and Aging Comm/6 Seats</li> <li>• Housing and Homelessness Adv Comm/9 Seats</li> <li>• Human Relations Commission/12 Seats</li> <li>• Measure P Citizens Oversight Committee/1 Seat</li> <li>• Parks and Recreation Commission/4 Seats</li> <li>• Privacy Protection and Technology Advisory Commission/3 Seats*</li> <li>• Sustainability Commission/9 Seats</li> <li>• Traffic Safety Commission/7 Seats</li> <li>• Veterans Advisory Commission/7 Seats</li> <li>• Wildlife Advisory Group/3 Seats</li> </ul>
<b>B</b>	<p><b>FULL COUNCIL INTERVIEW APPOINTMENT PROCESS</b> (<a href="#">CVMC 2.53</a>)</p> <p>The Mayor and each Councilmember shall independently review forwarded applications. If five or more applications are received at an open meeting, the Council makes nominations for interviews. Candidates receiving two or more nominations are invited to interview. If four or fewer applications are received, all applicants are invited to interview. The City Council shall then set a time collectively to interview the applicants. Following interviews, the Mayor and City Council shall select one individual for each available position.</p>	<ul style="list-style-type: none"> <li>• Planning Commission/7 Seats</li> </ul>
<b>C</b>	<p><b>DISTRICT-BASED APPOINTMENT PROCESS</b> (<a href="#">CVMC 2.25.052(C)</a>)</p> <p>Seats are tied to a particular Council district seat. When a vacancy occurs, the City Clerk shall forward applications to the Councilmember filling the corresponding district seat. The Councilmember shall review the applications, select applicants to be interviewed, interview selected applicants, and make nominations for an appointment, subject to the City Council's approval.</p> <p>** The Privacy Protection and Technology Advisory Commission has a slightly modified version of this process. Please refer to <a href="#">CVMC 2.65.050</a>.</p>	<ul style="list-style-type: none"> <li>• Health, Wellness, and Aging Comm/4 Seats</li> <li>• Measure A Citizens Oversight Committee/4 Seats</li> <li>• Measure P Citizens Oversight Committee/4 Seats</li> <li>• Parks and Recreation Commission/4 Seats</li> <li>• Privacy Protection and Technology Advisory Commission/4 Seats**</li> </ul>

<b>Type</b>	<b>Appointment Process Description</b>	<b>Applicable Boards &amp; Commissions/# of Seats</b>
<b>D</b>	<p><b>DESIGNATED MEMBER APPOINTMENT PROCESS</b> (<a href="#">CVMC 2.25.052(D)</a>)</p> <ol style="list-style-type: none"> <li>1. When a vacancy occurs, designated members shall be selected for nomination by the Nominating Authorities specified in the applicable Commission section in accordance with policies and procedures that each Nominating Authority establishes for itself. Up to three nominees may be presented for consideration. If any of the listed Nominating Authorities decline to exercise their nominating authority in a timely fashion, or if any ceases to function or exist, that party's nominating authority shall pass to a substantially similar organization selected by the City Council.</li> <li>2. Nominating Authorities shall submit the names and contact information for their nominee(s) ("Designated Nominees") to the City Clerk on a form prescribed by the City Clerk. The City Clerk shall provide the Designated Nominees with instructions to complete and submit applications to the City Clerk within a specified time period. Completed applications timely received by the City Clerk shall be forwarded to the Mayor.</li> <li>3. The Mayor shall interview all Designated Nominees who timely completed applications, and make nominations for appointment, subject to the City Council's approval.</li> <li>4. If a Nominating Authority presents the Mayor with two or three nominees for consideration, and those nominees properly apply, the Mayor shall make the nomination by choosing among the two or three nominees presented. If a Nominating Authority presents the Mayor with only one nominee, the Mayor may reject such nomination and request an alternative submittal. Once rejected, a nominee may not be resubmitted for the term at issue but may be submitted for consideration for future terms.</li> </ol>	<ul style="list-style-type: none"> <li>• Measure A Citizens Oversight Committee/7 Seats</li> <li>• Measure P Citizens Oversight Committee/4 Seats</li> <li>• Privacy Protection and Technology Advisory Commission/1 seat</li> </ul>
<b>O</b>	<p><b>Other</b></p> <p>Please see the board or commission's Municipal Code Chapter or originating document.</p>	<ul style="list-style-type: none"> <li>• Board of Ethics/7 Seats</li> <li>• Civil Service Commission/3 Seats</li> <li>• Redistricting Commission/7 Seats</li> <li>• Wildlife Advisory Group/1 Seat</li> <li>• Bayfront Cultural &amp; Design Committee/3 Seats</li> </ul>

## Reappointments ([CVMC 2.25.055](#))

- In the year of the member's term expiration, unless otherwise requested by the nominating authority for the seat, the City Clerk schedules an agenda item for the City Council to consider reappointments of eligible and interested members.
- Prior to reappointment, a majority of the City Council may decide to interview members eligible for reappointment for seats that are filled using the Full Council Interview Appointment Process (currently only to the Planning Commission).
- Regardless of the reappointment process, reappointments require at least three affirmative votes of the City Council.
- If an incumbent is not reappointed, the seat is filled using the applicable appointment process.