

Board and Commission Appointment Processes

August 6, 2024



Background

- ▶ 18 Council-Appointed Boards and Commissions
- ▶ 123 Active Members
- ▶ 4 Main Appointment Processes
 - ▶ 11 boards/commissions use a single process for all seats
 - ▶ 7 boards/commissions use two or more processes
- ▶ Processes typically defined in the Charter or Municipal Code
- ▶ All Appointments Require Council Approval (Most Require 3/5 Vote)



General Appointment Process

CVMC 2.25.052(A)

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- ▶ When a vacancy occurs, the City Clerk shall forward applications received for the vacant position to the Mayor
- ▶ Mayor shall review the forwarded applications, select applicants to be interviewed, interview selected applicants, and make nominations for appointment
- ▶ Appointments are subject to the City Council's approval

General Appointment Process – Applicable Commission Seats

- ▶ Board of Appeals & Advisors/5 Seats
- ▶ Board of Library Trustees/6 Seats
- ▶ Charter Review Commission/7 Seats
- ▶ Civil Service Commission/2 Seats
- ▶ Cultural Arts Commission/10 Seats
- ▶ Health, Wellness, and Aging Comm/6 Seats
- ▶ Housing and Homelessness Adv Comm/9 Seats
- ▶ Human Relations Commission/12 Seats
- ▶ Measure P Citizens Oversight Committee/1 Seat
- ▶ Parks and Recreation Commission/4 Seats
- ▶ Privacy Protection and Technology Advisory Commission/3 Seats
- ▶ Sustainability Commission/9 Seats
- ▶ Traffic Safety Commission/7 Seats
- ▶ Veterans Advisory Commission/7 Seats
- ▶ Wildlife Advisory Group/3 Seats (*regional board/not operated by City*)

Full-Council Interview Process

CVMC 2.53

- ▶ 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
- ▶ Following interviews, the Mayor and City Council shall select one individual for each available position

Full-Council Interview Process – Applicable Seats

- ▶ Planning Commission/7 Seats

District-Based Appointment Process

CVMC 2.25.052(C)

- ▶ Seats are tied to a particular Council district seat
- ▶ When a vacancy occurs, the City Clerk shall forward applications to the corresponding Councilmember
- ▶ The Councilmember shall review the applications, select applicants to be interviewed, interview selected applicants, and make nominations for an appointment
- ▶ Appointments are subject to the City Council's approval
- ▶ *Seats may or may not require residency in the corresponding Council district*

District-Based Appointment Process – Applicable Seats

- ▶ Health, Wellness, and Aging Comm/4 Seats
- ▶ Measure A Citizens Oversight Committee/4 Seats
- ▶ Measure P Citizens Oversight Committee/4 Seats
- ▶ Parks and Recreation Commission/4 Seats
- ▶ Privacy Protection and Technology Advisory Commission/4 Seats *(residency in corresponding district is not required)*

Designated Member Appointment Process CVMC 2.25.052(D)

- ▶ Nominating Authorities may present up to three nominees for consideration
- ▶ The City Clerk instructs the nominees to apply and forwards applications to the Mayor
- ▶ The Mayor shall interview all Designated Nominees and make nominations for appointment
- ▶ If two or three nominees are presented for consideration, the Mayor shall choose among the two or three nominees. If only one nominee is presented, the Mayor may reject such nomination and request an alternative submittal
- ▶ Appointments are subject to the City Council's approval

Designated Member Appointment Process – Applicable Seats

- ▶ Measure A Citizens Oversight Committee/7 Seats
- ▶ Measure P Citizens Oversight Committee/4 Seats
- ▶ Privacy Protection and Technology Advisory Commission/1 seat

Other Appointment Processes

- ▶ Board of Ethics/7 Seats
- ▶ Civil Service Commission/3 Seats
- ▶ Redistricting Commission/7 Seats
- ▶ Wildlife Advisory Group/1 Seat*
- ▶ Bayfront Cultural & Design Committee/3 Seats*

**Regional board/not operated by City*

Reappointments

CVMC 2.25.055

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- ▶ Unless otherwise requested by the nominating authority for the seat, the City Clerk schedules 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

Questions?