



CITY OF KYLE



Policy on Soliciting Memberships for City Boards and Commissions

The process for selecting members to fill existing and future board and commission vacancies will comply with the following policy:

1. An official job description for the vacant position on the Board or Commission will be created and posted to the city's website under the volunteer applications page. The city may take any additional measures it determines necessary to ensure there is sufficient awareness of an appointment opportunity.
2. An application for the vacant position will be posted to the city's website on the volunteer applications page. The application must be completed by any person wishing to be considered for the position prior to 5:00 PM on the date identified in the posting as the final day for application submission.
3. City staff will evaluate applications from those citizens who meet the city charter's basic criteria for membership in a first-round evaluation. Staff may determine that the size and/or qualifications of those in the applicant pool are insufficient and reopen the application or otherwise extend the deadline to allow time for more citizens to apply.
4. Based on the first round evaluation of the applications, applicants that are determined to best meet the requirements of the Board or Commission position, will be selected to participate in a second-round, personal interview conducted by employed, elected, and appointed city staff, to include: the city manager or his/her designee; and the mayor and/or an elected council member, or his/her/their designee; and the chairperson of the Board/Commission being staffed; and the department head that supports the Board/Commission being staffed. Other personnel may attend as required. The personal interview will serve as an opportunity for both parties to familiarize themselves with the position(s) being filled, and the prospective candidate(s).
5. The interview panel may include representatives from more than one board in the event of more than one board/commission having simultaneous vacancies so as to reduce multiple interviews of the same candidate.
6. In those instances that multiple interviewees exhibit the virtues and qualifications necessary to fill a single position, those candidate(s) not chosen to fill the solicited Board/Commission vacancy, can and should be recommended to fill other city Board and Commission vacancies for which they are additionally qualified. With agreement from both the applicant and the city review panel, the City Council can alternatively approve the recommendation from the review panel for an

alternative appointment to a different Board or Commission vacancy, pursuant to the term length of that Board or Commission.

7. The final candidate(s) will be selected from the interview process and will be presented to the Mayor and City Council for confirmation at a regular city council meeting. The final candidate must be present at the meeting and will have an opportunity to make a statement regarding their candidacy and to answer any questions that the city council may ask.

Reappointments

1. The chair of the board or commission may recommend a member with an expiring term for reappointment subject to confirmation by the Council. If the chair does not recommend reappointment, the member may reapply via the application and interview process defined herein.
2. If the member with an expiring term seeking reappointment is the Chair of the board or commission, the mayor may recommend reappointment, subject to confirmation by the Council. If the mayor does not recommend reappointment of the person seated as the chair, the member may reapply via the application and interview process defined herein.
3. If there is a vacancy for an unexpired term of one year or more, Council may seat a person seeking reappointment to an unexpired vacant seat.

Consideration and selection of any appointment to a City of Kyle board or commission shall not discriminate based on actual or perceived race, color, national or ethnic origin, age, religion, disability, gender identity, sexual orientation, veteran status, or any other characteristic protected under applicable federal or state law.