

RESOLUTION NO. 07-18

BE IT RESOLVED THAT THE CITY OF ST. MARYS, POTTAWATOMIE COUNTY, KANSAS, ADOPTS BY THIS RESOLUTION, A PROCESS FOR THE SELECTION AND APPOINTMENT OF A CITIZEN TO A CITY COMMITTEE, BOARD, OR COMMISSION.

Sec. 1. Purpose and Application

- (a) The purpose of this resolution is to update the selection and appointment process for the City Commission to fill vacancies on the City's committees, boards and commissions, which does not include filling vacancies on the City Commission.
- (b) The selection and appointment process set forth in this resolution shall apply to all City committees, boards, or commissions. If this process conflicts with any preexisting resolution, ordinance, policy, or practice, this process shall control.

Sec. 2. Procedure for Appointments

- (a) When a vacancy arises on a city committee, board or commission, the City Manager (or designee) shall notify the Chair of the subject body and the City Commission at a regular City Commission meeting. In the absence of a Chair, the Vice Chair shall receive the notification. The City Manager may use electronic means to notify the public or, if directed to do so by the City Commission, the City Manager shall advertise the vacancy in the official city newspaper (*St. Marys Star*). The notice or advertisement shall instruct interested citizens to submit a letter of interest to the City, addressed to the City Clerk by a specified deadline, and shall specify the date of the city commission meeting at which the appointment is scheduled to be made. The date advertised for the city commission meeting at which the appointment will be made shall be such that at least one regular meeting of the city committee, board, or commission having the vacancy is scheduled before the advertised appointment date.
- (b) The City Clerk, upon receiving a citizen's letter of interest, shall note the date and time of receipt on the letter, and distribute copies in a timely manner to the City Manager, the City Commissioners, and the chairperson of the committee, board, or commission to which the citizen is requesting appointment.
- (c) The City Commission shall make the appointment at the first regular (or anytime thereafter) City Commission meeting following the specified deadline for the receipt of letters of interest. Provided that, if there is only one application received, or if no applications are received, the City Commission upon a majority, recorded vote, may re-advertise the vacancy and extend the specified deadline.
- (d) The applicant shall have the opportunity to address the City Commission at the regular City Commission meeting (as advertised) prior to the appointment being made. If the applicant does not appear and speak on his or her behalf, the applicant shall be deemed to

Replaces Resolution No. 01-09

have waived the opportunity to address the City Commission about the appointment. However, an applicant is not required to attend the City Commission meeting nor address the City Commission regarding the appointment.

- (e) If the committee, board or commission with the vacancy desires to make an appointment recommendation to the City Commission, the recommendation must be received by the City Commission before or at the City Commission meeting at which the appointment will be made. However, the City Commission is not obligated to act in accordance with such recommendation, nor is the recommendation required for appointment to the subject body.
- (f) The Mayor shall appoint the chosen applicant to the committee, board, or commission, with the concurrence of the City Commission. "Concurrence" means that a majority of the City Commissioners do not object to the applicant being appointed to the committee, board, or commission.
- (g) If for any reason, a committee, board, or commission member's term expires and the above referenced process had not been implemented in a timely enough manner to precede the expiration of the incumbent's term, the incumbent may continue to serve, at their discretion, until reappointed, or their successor is named. The incumbent in such a position should notify the Mayor as to whether or not the person wants to continue serving until the position is filled. If the incumbent does not want to serve past a term expiration date, the position will be vacant until filled.

Sec. 3. Repeal – adoption of this resolution repeals Resolution No. 01-09.

THIS RESOLUTION IS PASSED AND ADOPTED THIS 4th DAY OF SEPTEMBER, 2018, BY THE GOVERNING BODY OF THE CITY OF ST. MARYS.

JOE BRYAN
Mayor

ATTEST: _____
ANDREA RONSSE
City Clerk