

## **Board and Commission Appointment Policy**

1. All board and commission terms expire on January 31 with appointments beginning on February 1, with the exception of the Waukee Public Library Board of Trustees, which terms expire on June 30 with appointments beginning July 1.
2. All board and commission appointments are made the second regular council meeting in January, with the exception of the Waukee Public Library Board of Trustees, which appointments are made at the second regular council meeting in June.
3. A description of the duties and terms of office for each board and commission are listed on the City website or is available from the City Clerk upon request.
4. The application form for serving on a board or commission is listed on the City website or is available from the City Clerk upon request.
5. In early November, the Marketing and Communications Department promotes through the City website and social media the opportunity for residents to be considered for appointment to boards and commissions.
6. Residents can submit an application for a board or commission throughout the year.
7. Applications are submitted to the City Clerk, who provides the applications to the mayor for consideration.
8. The mayor may interview the applicant(s) prior to deciding which applicant(s) to recommend for appointment to the board or commission.
9. At the regular council meetings noted in Step 2 of this policy, the mayor makes a recommendation for board or commission appointments to the city council for their consideration.
10. The city council votes on the recommendation.
11. The mayor will make recommendations to the city council for filling board or commission positions that become vacant during the year using similar procedures.