



CITY OF HART

Board & Committee Appointment Procedure

Purpose: To establish an open and consistent process for application, consideration and appointments to boards, commissions, and committees (hereinafter referred to as “Boards”) of the City of Hart.

Background:

Membership

- Specific ordinances of the City of Hart outline requirements for appointments to City boards.
- Various state laws prescribe membership and authority of some boards.
- City Council resolutions outline some membership requirements.
- Certain intergovernmental contracts of the city outline membership requirements.

Process

- The City Council utilizes “Committee of the Whole” for screening, interviewing and appointment and follows the procedures outlined below.
- In all cases, the City Council retains full authority for appointments.
- The City has the following boards:
 - Planning Commission
 - Cemetery Board
 - Parks & Recreation Board
 - Tax Increment & Finance Authority
 - Hart Economic & Redevelopment Team
 - Hart Lake Board
 - Board of Power and Light
 - Board of Review
 - BioPure Board
- Each has a unique purpose, membership numbers, membership requirements, terms, and meeting schedule. A roster of all Boards is maintained by the City Manager’s office and is available on the City website.

Guidelines/Principles:

- The City of Hart is dependent on volunteers to fill Board positions.

- The City is best served if membership of each board is fulfilled by a well-rounded group of individuals who may offer differing perspectives and viewpoints, and who are representative of the City at large. Some boards have specific membership requirements as outlined in City ordinances or state laws which must be followed.
- Some boards require, or desire specific skill sets for the member to be effective.
- Generally, there is a desire for appointees to serve on only one board at a time.
 - Because some boards meet infrequently, it may be possible for individuals to have appointments to multiple boards simultaneously.
 - If there are no interested and qualified candidates for a vacancy, multiple appointments of an individual may occur.
- Prior attendance history will be considered when consideration is given for reappointment or appointment to a new board.

Application Process:

1. Standard application form will be available on the City website or in the City Manager's office.
2. Interested applicants (or nominations for consideration) must fill out an application and deliver or mail the completed application to the City Manager's office.
3. Applicants are encouraged to submit a resume with the application, but not required.
4. Applicants should review the purpose, skills, and meeting schedule prior to applying. The purpose and skills are part of the application, and the meeting schedule is on the roster maintained in the City Manager's office and on the website.
5. Applications will not be kept on file.
6. Interested persons must reapply if openings occur.

Procedures/Steps for Appointments

- Public Notices for vacancies will be posted in a local newspaper, on the City website and social media, and on the announcement board at the City Office.
- Applications will be gathered by the City Manager and forwarded to the City Council for consideration.
- The City Council will adopt a resolution of appointment at a regularly scheduled meeting.
- Appointees and unsuccessful applicants will be notified by the City Manager.
- Orientation of new appointees will be conducted on an individual basis by the City Manager.