

CITY OF VACAVILLE
COMMISSION APPOINTMENT POLICY



CITY OF VACAVILLE
CITY MANAGER DEPARTMENT
650 MERCHANT STREET
VACAVILLE, CA 95688

Adopted: December 14, 2021

Commission Appointment Policy

Adopted:

December 14, 2021

Res. 2021-116; Resolution of the City Council of the City of Vacaville Adopting a Commission Appointment Policy

Amendments:

RESOLUTION NO. 2021-116

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF VACAVILLE ADOPTING A
COMMISSION APPOINTMENT POLICY**

WHEREAS, the City Council of the City of Vacaville wishes to adopt a formal Commission Appointment policy to establish a transparent process and fair representation on City Commissions in accordance with the six City Council districts and at-large Mayor position, in order to ensure that the needs of all areas of the City, and the City as a whole are represented; and

WHEREAS, a draft Commission Appointment Policy was presented to the City Council for consideration on December 14, 2021;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Vacaville hereby adopts the Commission Appointment Policy (included herein as Attachment A).

I HEREBY CERTIFY that the foregoing resolution was introduced and passed at a regular meeting of the City Council of the City of Vacaville, held on the 14th day of December 2021, by the following vote:

AYES: Councilmembers Stockton, Ritchie, Silva, Roberts, Wylie, Vice Mayor Sullivan, Mayor Rowlett

NOES: None

ABSENT: None

ATTEST:


Michelle A. Thornbrugh, City Clerk

Commission Appointment Policy

Purpose

The City of Vacaville establishes its Commission Appointment Policy in order to establish a transparent process and fair representation on City Commissions in accordance with the six City Council districts to assure that the needs of all areas of the City are represented and to provide for the appointment of Commission members by the Mayor from the City at large.

For the purposes of this Policy, the term “Commission” shall mean a regular, ongoing committee, board or commission established by ordinance to advise the City Council and perform such other functions and duties as prescribed by the City Council and which consists of members appointed by the Mayor and ratified by the City Council. .

Appointment Method, Terms, Vacancies

Appointment by District. Pursuant to the process outlined below, Commissioners shall be appointed to staggered terms on a by-district basis such that the City Councilmember from each district and the at-large Mayor shall each have a representative appointed from the pool of applicants nominated by the individual Councilmember or Mayor.

Annual Appointment List. A list of all regular and ongoing boards, commissions, and committees whose members serve at the pleasure of the City Council shall be posted on or before December 31 of each year. This list shall be known as the “Appointments List.” The list shall contain the following information:

- a. A list of all appointive terms which will expire during the next calendar year,
- b. The Council district,
- c. The name of the incumbent appointee,
- d. The date of appointment,
- e. The date the term expires, and
- f. The necessary qualifications for the position.

Posting of Annual List. The Appointments List shall be posted at City Hall, on the City of Vacaville website, and copies shall be available to the public.

Application Process

1. A current list of applicants will be established each year. Applications may be submitted to the City Clerk beginning with the posting of the Appointments List.
2. The application period will be published with the Appointments List and will be open for at least 30 days. Applications will be available from the City Clerk’s office and the City’s website.
3. Applicants are required to complete and return a separate application for each Commission they desire to serve on by the established deadline and in accordance with the posted instructions. The City Clerk shall compile a list of applicants from the applications received.

4. Incumbents seeking reappointment are required to complete and file an updated application with the City Clerk by the application deadline.

Nomination/Selection Process

1. After the application deadline, all members of the City Council will receive all qualified applications. The Mayor, nominating Councilmembers and Commission staff liaison (e.g. Director or Community Development or Parks and Recreation or their designee), shall review the applications and may schedule or waive interviews. After such review and interviews, the nominating Councilmember will recommend up to three applicants from their district, when possible, to move forward in the process. In the event that the representative Councilmember determines there is no qualified applicant from his or her district, that Councilmember may nominate qualified applicants residing in the City, but outside that Council district. The Mayor will recommend up to three applicants that reside anywhere in the City.
2. Applications of the recommended candidates will be provided to the City Council and made a part of the Council agenda for review, interview and consideration at a, properly noticed regular or special City Council meeting open to the public. Subject to City Council ratification by a majority vote of the Council present, the Mayor shall appoint one member from the applicant pool nominated by each nominating Councilmember.
3. All Commission appointments and reappointments shall be made at a properly noticed regular or special City Council meeting open to the public, no later than the first meeting in March of each year.
4. Following any Commission appointment, the City Clerk shall notify successful and unsuccessful applicants, as applicable, in writing.

Term of Office

1. The term of office for members of the Planning Commission and Parks and Recreation Commission is two years; provided, however, that three members shall be appointed to an initial one-year term in order to satisfy the requirement for staggered terms.
2. Terms are staggered to be overlapping, so that all terms do not expire in any one year.

Vacancies

If a vacancy occurs after less than six months of a term, the selection process will begin from applications on file from the prior appointment process.

If a vacancy occurs after more than six months of a term, the vacancy will be posted and the application and nomination/selection process will begin.

All vacancies will be posted and noticed in accordance with Government Code Section 54974.