

## **Amended Policy Regarding the Process for the Appointment of Citizen Volunteers to the Town's Boards and Commission**

The general guidelines for conducting interviews and making appointments which Town Council as used in the past includes the following:

- 1) Interviews for all vacancies have been conducted on a single evening beginning at 5 PM. This allows citizens applying for multiple openings to participate in interviews for each one. The scheduling of these appointments is coordinated by the Town Manager's office.
- 2) Copies of all applications for all Commissions will be distributed electronically to each Town Council member. The applications are not posted on the website as part of the packet, but should they be requested, they are subject to the Open Records law (redacting personal identifying information).
- 3) Applicants are interviewed by a panel of three people including:
  - The primary Council liaison to the Commission, or where no liaison is assigned, a Town Council member designated to act as a liaison to the Commission for the purpose of interviewing applicants. A Town Council member is not required to attend the interview for a candidate to be recommended for appointment.
  - The Chair of the Commission, or if unavailable, the Vice Chair or a person designated by the Chair for the purpose of interviewing applicants. If the Chair of the Commission is applying for reappointment, an alternate representative must be designated. (Staff liaisons will contact their Commission to inform him/her of this process)
  - The Staff liaison to the Commission. The primary function of the staff liaison will be to advise the applicant on technical issues related to the functions of the Commission. The staff liaison will not make recommendations regarding appointments.
- 4) All interviews are conducted at Town Hall. If an applicant is unable to attend an interview on the designated evening, it is left to the discretion of the interview panel to determine an alternate time for an interview if desired. The Executive Assistant schedules interviews approximately 15 minutes apart. Applicants will report to the Town Hall Atrium and will be directed to the appropriate room for interviews. The interview panel should interview all applicants for a Commission, including incumbents, and including those who indicated that a certain Commission was their second or third choice.

- 5) In prior years, the issue as to whether the interviews were open to the public was raised. The Town Attorney's office advises there is no legal requirement to have these interviews be open; however, the final determination on this issue is at the discretion of Council. If a member of the public wishes to observe the interviews for any Board or Commission, and the interview panel has deemed this acceptable, it should be made clear that the role is of an observer, not a participant. At such time as the panel begins discussing its recommendations, the observer should be excused from the room.
- 6) Prior Councils directed that no citizen should be appointed to more than ONE commission. Those citizens who are already serving on a commission, and selected for appointment to different commission, will be offered the option of which Commission to serve on. Appointment to one Commission may be made contingent on resignation from another Commission.
- 7) Once all interviews are completed, recommendations for appointment will be submitted to the Town Manager's office. The Executive Assistant will work with staff liaisons to determine if there are citizens recommended for appointment to more than one commission, and to work through any issues related to the applicant's preferences and the needs of the Town.
- 8) The names of the recommended applicants will be circulated among Town Council members. Historically, the recommendation of the interview panel has been accepted. The Executive Assistant will then prepare a list of all recommendations for appointment at the next Council meeting. Each Town Council member is requested to advise the Executive Assistant if there are any concerns regarding a specific recommendation so that the Executive Assistant can schedule that appointment for further discussion at the next Council Meeting.
- 9) There is NO requirement to appoint everyone who applied for a certain Commission, even if the number of applicants was less than or equal to the number of vacancies.
- 10) Applicants not chosen during the annual recruitment may be considered for interim positions as they become available during the year.

RESOLUTION NO. 2019-048

**A RESOLUTION APPROVING AN AMENDED POLICY REGARDING THE PROCESS  
FOR THE APPOINTMENT OF CITIZEN VOLUNTEERS TO THE TOWN'S BOARDS  
AND COMMISSIONS**

**WHEREAS**, by Resolution No. 2017-033, the Town Council adopted a policy regarding the process for the appointment of citizen's to the Town's various boards and commissions; and

**WHEREAS**, the Town Manager's office has assumed the responsibility of administering the appointment process, necessitating the need to amend the policy to reflect the change in workflow.

**NOW, THEREFORE BE IT RESOLVED BY THE TOWN COUNCIL OF THE  
TOWN OF CASTLE ROCK, COLORADO AS FOLLOWS:**

**Section 1.     Approval.** The Amended Policy Regarding the Process for Appointment of Citizen Volunteers to the Town's Boards and Commissions is hereby approved.

**PASSED, APPROVED AND ADOPTED** this 7th day of May, 2019 by the Town Council of the Town of Castle Rock, Colorado, on first and final reading by a vote of 7 for and 0 against.

**ATTEST:**

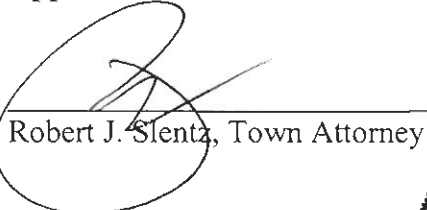
**TOWN OF CASTLE ROCK**

  
\_\_\_\_\_  
Lisa Anderson, Town Clerk

  
\_\_\_\_\_  
Jason Gray, Mayor

**Approved as to form:**

**Approved as to content:**

  
\_\_\_\_\_  
Robert J. Slentz, Town Attorney

  
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David L. Corliss, Town Manager





# Town of Castle Rock

## Agenda Memorandum

**Agenda Date:** 5/7/2019

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**Item #: 6. File #: RES 2019-048**

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**To:** Honorable Mayor and Members of Town Council

**From:** Shannon Eklund, Executive Assistant

**Resolution Approving an Amended Policy Regarding the Process for the Appointment of Citizen Volunteers to the Town's Boards and Commissions**

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### **Executive Summary**

Each year, the Town of Castle Rock solicits applications from citizens interested in volunteering to serve on the Town's Boards and Commissions. In 2017 Council approved a Resolution establishing a formal process for recruitment, interview and appointment, as had been used for several years, by the Town Clerk's office. In 2018, the Town Manager's office began overseeing and coordinating this process, so staff is seeking to amend the policy to reflect this change in workflow.

Staff is also welcoming input from Council as to whether the current practices should be continued, or whether there are changes or amendments to the practices which Council would like to implement.

If Council wishes to continue the current practices, amended only to reflect oversight by the Town Manager's Office rather than the Town Clerk, staff is requesting approval of a Resolution (**Attachment A**) to formally amend the policy.

### **History of Boards & Commissions Recruitment Process**

Historically, a display advertisement is placed in the Castle Rock News-Press seeking to recruit volunteers for the open volunteer positions. Additionally, information regarding the annual vacancies is included in Town Talk which is distributed with water bills, and vacancies are posted on the Town's website, the LED sign at Town Hall, all of the Town's social media outlets, and via a press release.

The majority of the Town's Boards and Commissions have terms which run from June 1 - May 31 of any given year. Commission members serve staggered two year terms, and with the exception of the Historic Preservation Board and the Election Commission, are limited to a total of three, two year terms, or six years, in accordance with Section 2.14.020 B of the Municipal Code - Term limits - which states:

*No board or commission member, with the exception of members of the Historic Preservation Board, shall serve more than three (3) consecutive two-year terms ("Term Limit"). A partial term shall be counted as a full term served. A partial term is defined as any period of time less than two (2) years. Members of the Historic Preservation Board may serve four consecutive two-year terms.)*

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Members of the Election Commission are appointed for staggered terms of three years, and may serve two consecutive three-year terms. In order to maintain staggered terms, each Board and Commission has some vacancies each year. Town Code also requires that current members of a Board or Commission who wish to continue serving must apply for reappointment.

The deadline for submitting applications is generally set for late April, most applications are submitted electronically from a link included with the outreach efforts. In the past, Council has agreed to call a Special Meeting the second week of May in order to conduct interviews with citizens interested in filling a vacancy on a Board or Commission.

The previously adopted guidelines for conducting interviews and making appointments which Town Council previously adopted are attached as **Attachment B**.

### **Staff Recommendation**

While staff recommends the amendments as provided, Council has full discretion to make any changes to the process which it deems desirable or appropriate.

If Council wishes to make any further amendments to the policy, specific direction should be provided to staff as to the nature of the changes, and staff will prepare a revised Resolution for Council consideration.

### **Proposed Motion**

*I move to approve the Resolution Amending the Policy Regarding the Process for Appointment of Citizen Volunteers to the Town's Boards and Commissions.*

**OR**

*I move to direct staff to make the following changes to the Policy for Appointment of Citizen Volunteers to the Town's Boards and Commissions...*

### **Attachments**

Attachment A: Resolution Amendment

Exhibit 1: General guidelines, with changes

Attachment B: Previous Resolution No. 2017-003