

**TOWN OF SAN ANSELMO
STAFF REPORT
June 3, 2010**

For the meeting of June 8, 2010

TO: Town Council
FROM: Debra Stutsman, Town Manager
SUBJECT: Board/Commission/Committee
Vacancies

RECOMMENDATION

That Council approve the resolution outlining the procedure for filling vacancies on volunteer Boards/Commissions/Committees.

BACKGROUND

Recently, the Town Council's practice has been to interview new applicants to Boards/Commissions/Committees, and to forego interviews with incumbents who are reapplying for the same volunteer position. The exception to this has been the Planning Commission applicants, where both incumbents and new applicants are interviewed by the Town Council.

DISCUSSION

At the meeting of May 25, the Town Council directed staff to return with a procedure for filling these vacancies, specifying that all applicants, incumbent or first time, will be interviewed by the Council. The Council was in agreement that interviewing incumbents, as well as new applicants, is a good way to get to know the people who are giving their valuable time to the Town. It also gives an opportunity for one-on-one sharing of information between the interviewee and the Council.

Respectfully Submitted,

Debra Stutsman

Debra Stutsman
Town Manager

RESOLUTION NO. _____

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO
OUTLINING THE PROCEDURE FOR FILLING VACANCIES ON VOLUNTEER
BOARDS/COMMISSIONS/COMMITTEE**

WHEREAS, the Town has a number of Boards, Commissions and Committees, including Planning Commission, Parks & Recreation Commission, Open Space Committee, Flood Committee, Historical Commission, Library Advisory Board, Quality of Life Commission, Arts Commission, Tax Equity Board, Capital Programs Monitoring Committee, Board of Review, as well as several Countywide groups, including San Anselmo representatives on the Marin Commission on Aging, Ross Valley Paramedic Authority, Mosquito Abatement District and the Local Task Force of the Hazardous and Solid Waste JPA; and

WHEREAS, the Town Council may choose to add additional groups to the current volunteer boards, commissions and committees in the future as the need arises; and

WHEREAS, the Town is fortunate to have a large number of residents who are willing and able to serve on the Town's volunteer boards, commissions and committees; and

WHEREAS, the Town Council sets the procedure for filling vacancies as they occur.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the Town Council does hereby set the following procedure for filling vacancies on Town Boards/Commissions/Committees (B/C/C):

1. When a vacancy occurs on a B/C/C, whether it is due to a term expiration or a resignation, staff will prepare an agenda item for the Town Council, announcing the term expiration or vacancy, and receive authorization to advertise for openings.
2. Incumbents whose terms are expiring will be notified of the term expiration by letter, inviting them to reapply for appointment, with an application form included with the letter and a deadline for application submittal.
3. Staff will publicize the openings in local newspapers and in the Town newsletter, inviting applications from the community, with the deadline specified for application submittal.
4. All Applicants, including incumbents, must submit an official application for appointment to a specific B/C/C by the deadline outlined.
5. If no applications are submitted by the deadline, the opening will be readvertised and a new deadline set.

6. Applicants, both incumbents and new applicants, will be interviewed by the Town Council, usually before a regularly scheduled meeting, currently on the second and fourth Tuesday of the month. Special meetings may be scheduled as needed.
7. Appointments will be made at a regular Town Council meeting after all the applicants for a specific B/C/C opening(s) have been interviewed.
8. Terms for each B/C/C are set by the individual group initiation documents, usually an ordinance or resolution, and are typically three or four years.
9. Once appointed by the Town Council, the appointee will receive a letter notifying him/her of the appointment and the length of the term of appointment, in addition to a B/C/C Handbook, which includes the guidelines and initiation documents for the specific B/C/C and instructions for taking the State-required ethics exam.

I hereby certify that the foregoing Resolution was duly passed and adopted at a regular meeting of the San Anselmo Town Council on the 8th day of June, 2010, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Barbara Thornton, Mayor

Barbara Chambers, Town Clerk