



## **APPOINTMENT POLICY**

### **PURPOSE:**

The purpose of this policy is to establish consistent procedures for the appointment of individuals to City boards and commissions and for the appointment of vacancies in the City Council.

This policy is subject to change pursuant to the authority of the City Council and in accordance with Section 7.01 of the City of Fate Home Rule Charter.

### **RECRUITMENT:**

The annual application period for boards and commission positions with expiring terms and known vacancies will begin in May and online applications will be accepted for four weeks.

In May of each year, the City Secretary will notify incumbent board and commission members with expiring terms that their term is approaching. If the member is eligible and wishes to seek another term, he or she must reapply in the same manner as other applicants.

The City Secretary will advertise a notice of vacancies at City Hall and on the City's website and social media pages. This Notice will specify the vacancies for all boards and commissions and will set forth the details regarding the application procedure and the deadline for receipt of applications. In order to be considered by the City Council, applicants must complete an online application by the due date set forth in the Notice.

### **APPLICATION PROCESS:**

All qualified candidates must complete an online application prior to the advertised deadline.

The online application will be made available on the City's website. The online application will solicit information about the applicant's background including current occupation, current employer, why they wish to serve, and professional experience related to the subject of the board to which the applicant is applying.

Applicants will indicate their preferred board or commission on their application but may indicate a second choice if interested in service on more than one board or commission. Applications are kept on file in the City Secretary's office and are considered current for one year from submittal date, after which the application will be removed from consideration. In order to be considered in the next recruitment period, the applicant is required to submit a new online application.

## **SELECTION PROCESS:**

### **Applicant Review:**

The City Secretary will review the eligibility requirements and identify those applicants who are ineligible for appointment before submitting applications to the City Council. When the application deadline has passed, the City Secretary will distribute copies of all applications to the City Council for review.

## **INTERVIEW AND APPOINTMENT PROCESS:**

### **ANNUAL APPOINTMENTS TO CITY BOARDS/COMMISSIONS:**

After the application deadline has passed the Council will host a Meet & Greet (special called City Council meeting) for applicants to attend and speak with members of the Council in an informal setting. The City Secretary will notify all applicants of the time and date of the Meet & Greet.

On or before the first Council meeting in July, the Council will consider annual appointments to City Boards/Commissions in open session – nominations will be made by individual council members and voted on by the entire Council. The applicant receiving the majority of votes will receive the appointment.

The City Secretary will notify each applicant of the Council's appointment decision via email.

### **MID-TERM APPOINTMENTS:**

Occasionally, a board or commission member may be unable to finish his or her term or may voluntarily resign prior to the term ending. In such cases, the vacant position may be filled by the City Council with a mid-term appointee who will serve out the remainder of the unexpired term. Mid-Term vacancies shall be advertised in accordance with the provisions of this policy. Online applications for mid-term vacancies will be accepted for two weeks. After the application deadline has passed the City Secretary will email copies of all applications to the City Council for review.

For Non-Planning and Zoning Commission Applicants: No interviews will be conducted. A short Meet & Greet will be held before the Council meeting in which the Council will consider making an appointment. Nominations will be made by individual council members and voted on by the entire Council. The applicant receiving the majority of votes will receive the appointment.

Interviews will only be conducted for Planning and Zoning Commission applicants. The City Secretary will email all P&Z Applicants with a list of interview questions in preparation for their interview with the City Council. The interview questions will be emailed to the P&Z Applicants at least 72 hours prior to a Council meeting. The Council will establish the interview questions. At the City Council meeting, the Council will interview all P&Z applicants in open session, asking the questions that were emailed to the applicants. When the interviews have been completed, nominations will be made by individual council members and voted on by the entire Council. The applicant receiving the majority of the votes will receive the appointment.

The City Secretary will notify each applicant of the Council's appointment decision via email.

### **FILLING OF VACANCY – COUNCIL MEMBER:**

In the event a vacancy occurs in the City Council, it shall be filled within thirty (30) days after the occurrence of the vacancy by a majority vote of the remaining Council members until the next available election in accordance with the City of Fate Home Rule Charter. A special election shall be called for the purpose of filling the vacancy if the regular term has not ended by the time of the next available election in accordance with the Texas Constitution. Council vacancies shall be advertised in accordance with the provisions of this policy. Online applications for Council vacancies will be accepted for two weeks. All qualified candidates must complete an online application prior to the advertised deadline. After the application deadline has passed the City Secretary will email all applicants with a list of interview questions in preparation for their interview with the City Council. The interview questions will be emailed to the Applicants at least 72 hours prior to a Special called Council meeting. The Council will establish the interview questions. At a Special called Council meeting the Council will interview all applicants in open session, asking the questions that were emailed to the applicants. When the interviews have been completed, nominations will be made by individual council members and voted on by the entire Council. The applicant receiving the majority of the votes will receive the appointment. The council member thus appointed shall serve for the unexpired portion of the term of the vacated position.

Amended April 18, 2022 – by Minute Order  
Amended: June 3, 2019 – Resolution No. R-2019-031  
Adopted: May 6, 2019 – Resolution No. R-2019-020