

APPOINTMENT POLICY

SECTION I: SCOPE:

This Policy serves to provide procedures for the acceptance of names, interview process, selection, and appointment of citizens interested in serving on Boards and Committees which are appointed by the Mayor and City Council. This Policy is in place to assist the Mayor and City Council in making informed choices for Boards/Committees.

SECTION II: GENERAL:

A. RESIDENCY: Unless legal requirements specify otherwise, all appointees shall be residents of the City of Cleveland, TN or meet the voter qualification requirements to vote in a City election, as set forth by election laws of the State of Tennessee or the Charter of the City of Cleveland. Any individual who is not a resident of the City of Cleveland and who does not meet the voter qualification requirements who is currently serving on a board or committee shall be allowed to complete their term of appointment. Any individual who is not a resident of the City of Cleveland and who does not meet the voter qualification requirements who is currently serving on a board or committee must be a City resident to be re-appointed to the board or committee. Any individual who is newly appointed to a board or committee after the effective date of this policy who thereafter ceases to be a resident of the City of Cleveland and no longer meets the voter qualification requirements specify otherwise. However, they shall not re-appointed to that board or committee after their term expires unless they meet the residency requirements set forth herein.

B. PUBLIC NOTICE OF OPENINGS: There will be a public notice of Board/Committee seats which are being appointed posted in at least two (2) public places, and inserted in the local newspaper before July 1st (Boards & Committees) of each year. This notice will include both vacant and expiring positions.

C. SUBMISSION OF CANDIDACY IN WRITING: Interested citizens must submit their candidacy by filing a Committee Appointment Application with the Mayor's office in order to be considered. The application is available at the City Clerk's Office, the Mayor's office, or at www.clevelandtn.gov. Current members seeking reappointment who desire to be appointed as regular members must also apply in writing.

D. DATE OF APPOINTMENT: Appointments will be made at a Council meeting.

E. UNEXPIRED TERMS: In an effort to expedite the filling of an early vacated seat, the Mayor/City Council may consider any applications currently on-file at the Mayor's office for appointment. Open positions will be filled only after announcing the vacancies at a Council meeting and advertising said vacancies on the City Website not less than a two-week period.

F. LIMITATION: It is the Council's goal to engage as many citizens as possible. If any one person could serve on every Board/Committee it would limit the opportunity for other citizens to serve. Therefore, no one person shall be appointed to serve on more than two (2) Boards and/or Committees at the same time.

G. OPEN POSITIONS: The Mayor's office will keep a list of all open positions and expiring terms and make the City Council aware of these openings prior to the positions being filled.

SECTION III: APPOINTMENT PROCEDURE:

A. BOARD/COMMITTEE MEMBER APPOINTMENT:

1. All applicants interested in serving on a Board/Committee will need to have the recommendation or non-recommendation from the Mayor upon their review of applicant's information. It is also recommended that they attend at least one Committee meeting before being considered by the City Council.
2. The application will be submitted to the City Council for review for City Council appointments. The City Council will be provided contact information for the applicant. Council members may contact the applicant if they have any questions for the applicant. The applicant's name will be placed on the Council agenda for appointment.

B. FACTORS FOR CONSIDERATION:

1. CURRENT MEMBERS: It is recommended that regular members who are performing satisfactorily be reappointed. In determining performance, the Mayor may contact the Chair and consider their comments in giving a recommendation when seeking appointment:

a. Attendance: It is expected that the members understand the commitment required and attend meetings according to Ordinance 2007-39.

b. Effort: Members who have not made an effort to become knowledgeable about their duties, or who have failed to comply with State law or City ordinances should not be considered for reappointment.

c. Attitude: While differences of opinion are anticipated and encouraged, and members must be allowed full voice, members are expected to be civil, and observe recognized rules of order and procedures. Members who are quarrelsome, disruptive, use their authority inappropriately, either on the Committee, or with other Town officials should not be considered for reappointment. Members must also comply with the City Code of Ethics.

C. NOTIFICATION OF ACCEPTED MEMBERS: Candidates who have been appointed should be notified by the Mayor's office within five business days.

SECTION IV: AMENDMENT PROCEDURE:

This Policy may, from time to time, be amended by a majority vote of the City Council at a regularly scheduled Council meeting.

Effective Date: March 1, 2019