

RESOLUTION NO. R-3680**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND SETTING FORTH THE CITY COUNCIL POLICY FOR APPOINTMENT AND REAPPOINTMENT TO CITIZENS ADVISORY BOARDS AND COMMISSIONS**

Be it resolved by the City Council of the City of Kirkland as follows:

Section 1. Boards and Commissions. The provisions of this Resolution apply to the following City of Kirkland citizen advisory boards and commissions whose members are appointed by the City Council:

- A. Human Services Advisory Committee
- B. Library Board
- C. Park Board
- D. Planning Commission
- E. Plaza of Champions Committee
- F. Such other Citizens Advisory Boards, Commissions or Task Forces, as now exist or may hereafter be created by the City Council, and whose members are to be appointed by the City Council, except those Boards and Commissions for which the term, appointment, or "appointing authority" or qualification for membership are otherwise established by State statute. (Examples: Civil Service Commission, Disability Board).

Section 2. Eligibility for Appointment: To be eligible for appointment to a board or commission subject to the provisions of this Resolution, a candidate must be at least 18 years of age and a resident of the City of Kirkland. Relatives or family members of Council members will not be eligible to serve on such boards or commissions. Members of the family of a City employee who works in a department which provides staff assistance or support to a board or commission shall not be eligible to serve on that board or commission. At no time shall any person serve concurrently as a member of more than one City board or commission, nor may an elected official of the City serve as a member of any appointive board or commission while also serving as an elected official.

Section 3. Non-discrimination: The City Council shall not discriminate in making appointments on the basis of an applicant's race, ethnic background, creed, age, sex, marital status or sensory or physical handicap.

Section 4 Term of Appointment: An appointment shall be made for a four-year term. Except as otherwise provided in this section, no individual shall serve more than two full four-year terms as a member of a City of Kirkland appointed board or commission. Where circumstances warrant a limited extension, the Council may extend a second term for a specific period of time not to exceed one year.

Section 6 Application and Appointment Process: Openings for Board or Commission positions shall be widely advertised in local newspapers including but not limited to the City's official newspaper. Such other means available and appropriate may also be utilized to announce the opening. Applicant's must complete a City application form provided for this purpose and file a completed application by the specified recruitment deadline. Late applications will not be accepted, however, the Council may choose to extend an application deadline if necessary in order to obtain a sufficient number of applicant's for consideration. Copies of all applications filed with the City will be provided to the City Council.

Upon receipt of applications, the Council may choose to interview all applicants or in the event of a large number of applicants, use a screening process to reduce the number of candidates for interview. The Council may establish criteria for screening. Preliminary screening may be performed by the Council serving as a committee of the whole or by a Council subcommittee appointed by the Mayor for this purpose. In the event a subcommittee is utilized to screen applications, non-subcommittee council members will be invited to convey their comments and questions regarding the qualifications of applicants to the screening subcommittee.

Interviews of applicants shall be conducted in open session. The chairperson of the respective board or commission will also be invited to attend the interviews and may participate in the process to the degree desired by the Council. Upon completion of interviews the Council will convene in executive session to discuss the qualifications

of candidates as provided for by law. The Council shall make its appointment in open session. Following appointment, the appointee, as well as all other candidates, shall be notified in writing of the Council's decision.

Section 7. Reappointment: At the conclusion of a first four-year appointive term the City Council will initiate an open and competitive application process and solicit applications for the position. If the Council wishes to consider an incumbent for reappointment and the incumbent desires to be considered for reappointment to a second four-year term, then three months prior to the expiration of the term the chairperson of the respective board or commission may be invited to meet with the Council in executive session to review the level of participation, performance and contributions of the individual as a basis for possible reappointment to a second term. Based upon this review, the Council will either reappoint the individual to a second term or proceed with the normal open and competitive recruitment process and solicit applications.


Passed by majority vote of the Kirkland City Council in regular, open meeting this 2nd day of July, 1991.

Signed in authentication thereof this 2nd day of July, 1991.



 MAYOR Pro Tem

ATTEST:



 City Clerk

DEPUTY
CLERK

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