

RESOLUTION NO. R-3947*

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 AND REPEALING RESOLUTION R-3680.

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 who 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 or City ordinance (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. Terms shall expire on the 31st of March of the applicable year. A member being appointed to fill a vacant position shall be appointed to fill the vacancy for the remainder of the unexpired term. No individual shall serve more than two full four-year terms as a member of a City of Kirkland appointed board or commission; Provided that, a member of the Planning Commission or the Park Board whose term is shortened as a result of this Resolution is eligible to serve two four-year terms as well as the shorter term, not to exceed ten total years.

Section 5. 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 applicants 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 applicants, non-subcommittee Councilmembers will be invited to convey their comments and questions regarding the qualifications of the applicants to the screening committee.

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 the 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, will be notified in writing of the Council's decision.

Appointees will be expected to attend no less than 80% of all meetings in any 12 month period for which there is no prearranged absence. City Council may waive the 80% attendance requirement however, no less than 60% of all meetings shall be attended.

Section 7. Reappointment: All board and commission members completing a term and who are interested in reappointment shall submit an application and participate in the open competitive process. If an incumbent is eligible to apply for reappointment, this information shall be included in the announcement.

Section 8. Resolution No. R-3680 is hereby repealed.

Passed by majority vote of the Kirkland City Council in regular, open meeting this 5th day of July, 1995.

Signed in authentication thereof this 5th day of July, 1995.

MAYOR

Attest:

City Clerk

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