

RESOLUTION R-4758

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND  
ADOPTING THE BOARD AND COMMISSION APPOINTMENT AND  
REAPPOINTMENT POLICY.

WHEREAS, adoption of a City Council policy for the  
appointment and reappointment of Kirkland board and commission  
members will provide guidelines for eligibility, terms, the application  
and appointment process, and reappointment criteria; and

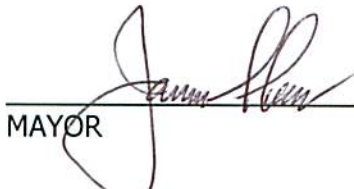
WHEREAS, providing such guidelines and criteria will aid in  
expeditiously filling of vacancies for boards and commissions; NOW,  
THEREFORE,

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

Section 1. The Board and Commission Appointment and  
Reappointment Policy attached as Exhibit A is adopted.

Passed by majority vote of the Kirkland City Council in open  
meeting this 21st day of April, 2009.

Signed in authentication thereof this 21st day of April,  
2009.

  
MAYOR

Attest:

  
City Clerk

## BOARD AND COMMISSION APPOINTMENT AND REAPPOINTMENT POLICY

It shall be the policy of the Kirkland City Council to make appointments to official advisory boards or commissions generally in accordance with the following:

### **Applicability/Definition**

For the purposes of this policy, the term advisory board shall include the following appointed bodies:

Cultural Council	Library Board
Design Review Board	Lodging Tax Advisory Council
Disability Board	Park Board
Human Services Advisory Committee	Planning Commission
Kirkland Senior Council	Transportation Commission

### **Eligibility**

Relatives, family members or domestic partners of Councilmembers will not be eligible to serve on City advisory boards. Members of the family of a City employee who works in a department, that provides staff assistance or support to an advisory board, shall not be eligible to serve on that board.

### **Non-Discrimination**

The Council shall not discriminate on the basis of an applicant's race, ethnic background, creed, age\*, sex, marital status, sexual orientation, or sensory or physical handicap in the making of appointments.

\*City Council has made age a qualification for specific seats on certain advisory bodies.

### **Concurrent Offices**

At no time shall any person serve concurrently as a member of more than one of the above-listed City Boards.

### **Terms**

Appointments shall be made for four-year terms. Terms shall expire on the 31<sup>st</sup> 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.

### **Term Limitations**

No individual shall serve more than two full four-year terms as a member of a City of Kirkland appointed advisory board.

### **Attendance**

Appointees shall attend 80% of all meetings in any 12-month period for which there is no prearranged absence, but in any case shall attend no less than 60% of all meetings unless waived by the City Council.

### **Appointment/Reappointment**

An open competitive process will be used to fill vacancies. City Council will initiate an open and competitive application process and solicit applications for the position(s). All advisory

board members completing their term and who are interested in reappointment will be required to go through the open competitive process.

### **Application Process**

Openings for advisory board positions shall be widely advertised in local newspapers, as well as other means available and appropriate for this purpose. If an incumbent is eligible to apply for reappointment, this information shall be included in the announcement. Applicants shall be required to complete a City application form provided for this purpose, and to submit a completed application by the specified recruitment deadline. Late applications will not be accepted; however, the City Council may choose to extend an application deadline, if necessary, to obtain a sufficient number of applicants for consideration. Copies of all applications will be provided to the City Council.

### **Criteria for Reappointment**

Information will be sought from the Board/Committee Chairs and the City Manager (or appropriate staff) when considering reappointments. Reappointments are based on the following criteria:

Minimum performance – attendance, incumbent reads the materials, has a basic understanding of the issues, and participates in discussion.

Performance – has well-thought-out arguments, logically presented, and is a good advocate. Shows ability to analyze complex issues and to judge issues on substantive grounds. Understands difference between quasi-judicial and legislative matters.

Personal relations – has good understanding of relative roles of Council, Commissioners and staff and is sensitive to staff's job. Is generally respectful of others' viewpoints. Is a good team player, shows willingness to compromise, work toward a solution, without sacrificing his/her own principles.

Growth/improvement – has shown personal and/or intellectual growth in the position. Has shown improved performance, has taken advantage of continuing education opportunities or other indicia of growth or improvement.

Public benefit – reappointment provides a benefit to the commission as a body; provides or enhances balance on the commission geographically and/or philosophically.

### **Appointment Process**

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 advisory board (or a representative) 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 the 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.