

# BOARD OF ALDERMEN

ITEM NO. D(2)

## AGENDA ITEM ABSTRACT

MEETING DATE: April 18, 2006

**SUBJECT: Review of Guidelines for Selecting Advisory Board and Commission Members**

<b>DEPARTMENT: MANAGER'S OFFICE</b>	<b>PUBLIC HEARING: NO</b>
<b>ATTACHMENTS:</b> A. Guidelines for Selecting Advisory Board and Commission Members B. Recommendation Form C. Application cover letter	<b>FOR INFORMATION</b> <b>CONTACT: Sarah Williamson,</b> <b>Town Clerk (918-7309)</b>

### PURPOSE

The Board of Aldermen at its meeting on April 4<sup>th</sup>, discussed possible revisions to the Guidelines for Selecting Advisory Board and Commission Members. The Board delayed its decision on any changes until a worksession could be scheduled with the chairs of the town's advisory boards and commissions. The Board will discuss the proposed changes to the Guidelines with the chairs at tonight's meeting.

### INFORMATION

Board and Commission chairs review all applications and interview those applicants for each opening. The current Guidelines for Selecting Advisory Board and Commission Members require that the Board chairs make a written recommendation to the Mayor and Board of Aldermen for appointments to his or her board. This recommendation includes how the selection was made.

At the February 21<sup>st</sup> meeting of the Board of Aldermen, advisory board appointments were made. At that meeting, Alderman Coleman asked that all board chairs summarize qualifications of each applicant to their boards. Since this requirement is not currently included in the Guidelines for Selecting Advisory Board and Commission Members, the town staff is requesting that the Mayor and Board of Aldermen review the current Guidelines and determine whether to revise those Guidelines to include the suggestion made by Alderman Coleman.

The Board also discussed a standard recommendation sheet that could be used by advisory board chairs when making recommendations for appointments. Alderman Coleman provided a draft of that recommendation sheet, in addition to a cover letter that would accompany the advisory board application form. Copies of these forms are attached.

### FISCAL IMPACT

None.

### RECOMMENDATION

04-18-2006#4

The town staff seeks direction from the Mayor and Board of Aldermen on whether to amend the Guidelines for Selecting Advisory Board and Commission Members.