

3. Council member participation on external boards, committees or commissions
 - (a) Council members shall not be appointed to or serve as voting members on any board that receives funding from the City, with the exception of those otherwise authorized by law.¹
 - (b) At the beginning of each year after a Council election, the City Manager shall prepare a document indicating all the current boards, committees and commissions on which City Council members are asked to serve and/or participate. An agenda item will be placed on a regular city council meeting agenda to discuss the committees and make appointments to committees. All appointments to committees, unless otherwise dictated by law or contract, shall be done by the Council.
 - (c) Council members may be asked to serve and/or participate on Inter-Governmental committees and boards. Appointment to Inter-Governmental committees and/or boards shall be made consistent with the governmental documents creating said committee or board. If the governmental documents do not specify how Council members are to be appointed, then the City Council should appoint members as outlined in Section 3(b) above.
 - (d) If a Council member is appointed as an ex-officio board member for a non-profit entity, that member shall not become an officer of the board during the ex-officio assignment.

R. Policy for Appointments of Residents to City Board, Committee and Commission Vacancies.

1. In regard to an incumbent member of a board, committee, or commission whose term of office is scheduled to expire within three months or less, the City Clerk's office will notify the Council of the upcoming term expirations and advertise the opening.
2. When vacancies occur and there are no applications on file, the City Clerk, in conjunction with the Communications and Public Affairs Director, will notify the Council of the vacancy and will advertise any vacancies on boards, committees, and commissions across the City's multiple communications platforms (City website, Facebook page, Twitter feed, news releases, YCTV and Y-PAC infographics, video bulletin boards, etc.).
3. As applications are received, the City Clerk forwards them to the chair of (or the staff liaison to) the board, committee or commission with an opening(s). A recommendation(s) regarding the applicant(s) may be offered to the Council Nominating (Partnership) Committee by the chair of the board, committee, or commission for which applications are received. The applications, any chair recommendations, and the function and responsibilities of the board, committee, or commission for which applications are received are then provided to the Council Nominating (Partnership) Committee. If an applicant is currently serving on another City board, commission, or committee, the Council Nominating (Partnership) Committee will not consider her/his application for a different body.

¹ Policy approved on February 17, 2016.

4. The Council Nominating (Partnership) Committee then evaluates each application, reviews backgrounds and references, and, if two or more applications are received, will interview all of the applicants. A staff liaison will be present at the interviews and be available to answer any questions the Nominating Committee may have. The Council Nominating (Partnership) Committee then makes recommendations regarding filling board, committee, or commission vacancies, which are presented at the next Council business meeting for consideration and action.