

RESOLUTION NO. 2321

A RESOLUTION OF THE CITY OF WILSONVILLE ADOPTING A PROCESS FOR RECEIPT OF APPLICATIONS AND AN APPOINTMENT PROCESS TO THE CITY'S BOARDS, COMMISSIONS, COMMITTEES AND TASK FORCES AND REPEALING RESOLUTION NO. 2267.

WHEREAS, the City Council, desired to have a formal written process for the receipt of applications, and the appointment process for the City's Boards, Commissions, Committees, and Task Force; and

WHEREAS, Council adopted Resolution No. 2267, on February 7, 2011 which memorialized the formal application and selection process; and

WHEREAS, the intent of Resolution No. 2267 was that written guidelines would help to ensure a greater applicant pool with a broader range of background and interests for those desiring to volunteer their time in service to the community; and

WHEREAS, upon working with the process in Resolution No. 2267, the Council found the process contained in Resolution No. 2267 could be simplified and desires to do so.

NOW, THEREFORE THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

1. Except for the appointment of Council liaisons, where the Council appoints itself as a whole, or to the extent it is required by law to serve on or as a Board, Commission, Committee, or Task Force (e.g. Local Contract Board, Urban Renewal Board, Budget Committee), the following appointment process for Boards, Commissions, Committees, including the non-Council members of the Budget Committee, and Task Forces shall apply as guidelines for appointment to both existing Boards, Commissions, Committees, and Task Forces established by

the Council and to those Boards, Commissions, Committees, and Task Forces subsequently established by the Council.

2. The guidelines shall apply to the following existing Boards, Commissions, and Committees:
 - 2.1. The Park and Recreation Advisory Board, WC 2.300 et seq.
 - 2.2. The Planning Commission, WC 2.320 et seq.
 - 2.3. The Development Review Board (sits as two panels), WC 2.330 et seq.
 - 2.4. The Library Board, WC 2.350 et seq.
 - 2.5. The Budget Committee, ORS 294.336 et seq., Council est. 1/10/69

3. Boards and commission members' duties and qualifications are set forth in their respective boards and commission provision of Chapter 2 of the Wilsonville Code.

4. When there is a vacancy, the City Recorder shall advise the council, and unless the Council directs otherwise the City Recorder shall advertise the vacancy(s) in the Wilsonville Spokesman, the local newspaper of general circulation, on the City's website, in the City newsletter, local access cable channel, with general announcements at city meetings and posted at city hall.
 - 4.1 Such advertisement should announce the opening and provide a brief description of the duties, any qualifications that apply to the position, the length of the term to be filled, and where an application can be obtained.
 - 4.2 The recruitment process shall be open for 30 days.
 - 4.3 The City Recorder shall provide for those interested in applying a City application form to be filled out and returned to the Recorder, which shall be in the general form as attached hereto and marked as Exhibit A.
 - 4.4 Existing Board and Commission members who wish to be reappointed when their term has expired need not submit a formal application but may submit a letter expressing continued interest in serving another term to the Mayor and the City Council.

[In the past staff has telephoned or emailed those whose terms were to expire and asked them if they were interested in being reappointed.]

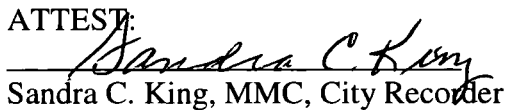
5. Upon closure of the recruitment period, the applications and any supporting documents shall be copied to the entire City Council.
6. All applications and supporting documentation shall be kept on file in the City Records office for one year. Should a vacancy occur, the applications on file and any new applications received during the recruitment period shall be sent to the City Council for review.
7. Before making their recommendations, individual Councilors may interview any applicant. City Council members shall make their recommendations to the Mayor for appointment within two weeks of receiving the applications. Thereafter the Mayor shall make the appointment subject to Council approval at a Council meeting.
8. The Mayor or Council President will invite the new appointee to attend a regular Council meeting where the appointee may be officially introduced.
9. Guidelines for appointing Task Forces and Ad Hoc Committees:
 - 9.1. Task Forces and Ad Hoc special committees are established by the City Council as the need arises, generally on a short term basis to study an issue of concern or need.
 - 9.2. Duties of the Task Force or the Ad Hoc Committee and the respective membership of each are assigned at the time of establishment.
10. Appointment of Council Liaisons to Boards, Commissions, Committees, and Task Forces.
 - 10.1. With the exception of the Budget Committee upon which they all serve, each City Councilor shall have the opportunity to serve as a liaison to a

Board, Commission, or Committee named in Section 2 above as their term of office may allow. Non-voting liaison positions to the City's Boards and Commissions are to foster communication and understanding. At the last regular meeting in January or at the first regular meeting of February of each year, the City Councilors shall discuss liaison appointments and announce the Council liaison appointments for the upcoming year.

11. Resolution No. 2267 is repealed.
12. This resolution becomes effective upon adoption.

ADOPTED, by the Wilsonville City council at a special meeting thereof this 19th day of September, 2011 and filed with the Wilsonville City Recorder this date.


TIM KNAPP, MAYOR

ATTEST:

Sandra C. King, MMC, City Recorder

SUMMARY OF VOTES:

Mayor Knapp - Yes
Council President Núñez - Yes
Councilor Hurst - Excused
Councilor Goddard - Yes
Councilor Starr - Yes

Attachment: Board and Commission Application

City of

WILSONVILLE
in OREGON



29799 Town Center Loop East
Wilsonville, OR 97070
503-682-1011 - Phone
503-682-1015 - Fax

APPLICATION FOR APPOINTMENT TO BOARD/COMMISSION

Name: _____ Date: _____
 Last First Middle

Home Address: _____

City/State/Zip: _____

Is this address within the City? _____ I've lived in Wilsonville since: _____

Telephone No.: _____
 Home Work Cell/Mobile

E-Mail Address: _____

Are you a registered Voter with the State of Oregon? _____

Present Occupation: _____

Which Committee(s) would you like to be appointed to:

*Dates of meetings are listed at the end of this application.
Please make sure those dates work with your schedule before you apply.*

- Budget Committee
- Parks and Recreation Advisory Board
- Library Advisory Board
- Development Review Board
- Planning Commission

Employment, professional, and volunteer background:

Previous City appointments, offices or activities:

As additional background for the Mayor and City Council, please answer the following questions.
Feel free to add additional pages.

1. What experience/training/qualifications do you have for this particular board or commission? You may attach a resume.

2. What specific contribution do you hope to make?

3. What community topics concern you that relate to this board or commission? Why do you want to become a member?

4. Describe your involvement in relevant community groups and activities. (Lack of previous involvement will not disqualify you from consideration.)

Signature: _____ Date: _____

Meeting dates (all meeting dates are subject to change or additions)

- Budget Committee – typically meets in April-May to consider City budget for new fiscal year
- Development Review Board – Second and fourth Mondays of the month
- Library Board – Fourth Wednesday of the month
- Parks & Recreation Advisory Board – Second Thursday of the month
- Planning Commission – Second Wednesday of the month

*Please be advised members of the City Council, the Planning Commission and Development Review Board are required to file quarterly a **Verified Statement Of Economic Interest** with the State of Oregon. A sample reporting form is available from the City Recorders Office at 29799 SW Town Center Loop East indicating the type of information you will be required to disclose if you are appointed.*

For office use only:

Date Received: _____
 Date Considered: _____
 Action by Council: _____
 Term Expires: _____

Please return this form to:

City Recorder
 29799 SW Town Center Loop E., Wilsonville, OR 97070
 (503) 570-1506 FAX (503) 682-1015
 E-mail: king@ci.wilsonville.or.us