



## **City of Talent Commission & Committee Appointment Policy** *(adopted by Council 1/21/15)*

Upon being made aware of an opening on a Talent City commission, committee, or advisory body, Staff will cause a seat vacancy notice to be placed on the City of Talent website. A notice will also be posted at three (3) City locations around the City. (City Hall, Library Bulletin Board and Ray's Food Place bulletin board.) The seat vacancy will also be placed in the FLASH if time allows. The initial opening will have a minimum time of two weeks. If enough applicants are not found, the time may be extended as necessary. Time may be fluctuated in the case of an emergency.

Staff will send the completed applications to the Commission/Committee chair and Mayor. Applicant will be interviewed by the Mayor and Commission/Committee. The Chair will make a recommendation to the Mayor, who will then make a recommendation to appoint at a Council meeting. Mayor's appointments will be placed on Consent Agenda for Council. It will also include the length of term of the office. Re-appointments will follow the same procedure lacking interviews.