

RESOLUTION NO. 948

A RESOLUTION ADOPTING THE PROCESS FOR MAYOR'S APPOINTMENT AND COUNCIL'S CONSENT TO APPOINTMENTS TO THE CITY'S BOARDS AND COMMISSIONS AND REPEALING RESOLUTION NO. 805.

WHEREAS, the Wilsonville Code provides that appointments to City boards, commissions, and committees are made by the Mayor with the consent of the Council; and

WHEREAS, to work within this framework to allow the Mayor to encourage citizen involvement from a wide spectrum of citizens and provide the Council with due notice and process to exercise informed consent, the following process and procedures are adopted.

NOW, THEREFORE, THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

1. The City will encourage interested citizens to apply for positions on the City's boards and commissions so that an on-going applicant pool will be available when vacancies occur. The City's informational brochure for each board and commission explains how to apply:

HOW TO APPLY: If you are interested in applying for a position on one of our boards or commissions, it's not necessary to wait for an announcement in the newspaper. Simply call the City Recorder to inquire about openings, or just pick up an application form at City Hall (30000 SW Town Center Loop East, 682-1011). Return the completed application, together with a letter of interest and/or resume, to City Hall in care of City Recorder Vera Rojas. The applications are kept on file and considered by the City Council whenever an opening occurs. With the consent of the Council, the Mayor will appoint the newly selected board or commission member during a City Council meeting.

2. Applications shall be kept on file for one year. If the Mayor determines that there are an insufficient number of applications on file, vacancies on boards

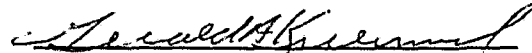
or commissions will be advertised at least once in the newspaper the City uses to provide local notice which currently is the Wilsonville Spokesman. The City's advertisement shall specify a closing date, provide a brief description of the position open, and a request a statement of interest and background from applicants.

3. When the Mayor has determined that there are a sufficient number of qualified applicants, all statements of interest and background shall be circulated to each member of the City Council prior to the next Council meeting where applications will be discussed at the pre-Council meeting work session. When a consensus has been reached on the appointment, the Mayor will invite the new appointee to attend the next regular Council meeting where the appointment shall be officially made by the Mayor with the consent of the Council.
4. In order to avoid any potential conflicts, members of the City's boards and commissions may encourage those who have expressed an interest or who are particularly well qualified to submit an application to the Mayor, but the boards and commissions shall refrain from making any formal recommendations to fill the vacancies.
5. Except to make the Mayor and Council aware of when vacancies occur and to inform board and commission members when their terms are about to expire, the City staff shall have no role in nor responsibility for appointments to boards and commissions.
6. Existing board and commission members who wish to be reappointed when their term has expired need not submit a formal application but a letter expressing continued interest in serving another term should be sent to the Mayor.
7. Board and commission members' duties and qualifications are set forth in the respective boards and commissions provision of Chapter 2 of the Wilsonville code. Among those provisions the following are noted:
 - a. Board and commission members shall be limited to serving two consecutive four-year terms beginning with appointments made in 1992.
 - b. Membership on boards and commissions shall be limited to City residents except that one person serving on each board or commission with five to seven members and two persons serving on each board or commission with nine members

may reside outside the City limits, but within the boundaries of the Canby, West Linn/Wilsonville or Sherwood School Districts.

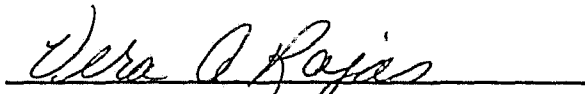
- c. Membership on the City's Planning Commission and the Budget Committee is limited to City residents.
- 8. Conflict of Interest: No one is prohibited from appointment to a board or commission due to a potential conflict of interest unless they or an immediate relative receive an ongoing monetary benefit from the decisions and/or programs offered through the board or commission.
- 9. The Mayor shall, with the consent of the Council, appoint City Councilors to serve as non-voting liaisons to the City's boards and commissions when and as the Mayor deems appropriate to facilitate communication and understanding. As provided in Chapter 2 of the City Code, boards and commissions may appoint members to serve as non-voting liaisons to the City's other boards and commissions as a means of facilitating communication and understanding.

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof this 17th day of August, 1992, and filed with the Wilsonville City Recorder this same date.



GERALD A. KRUMMEL, Mayor

ATTEST:



VERA A. ROJAS, CMC/AAE, City Recorder

SUMMARY of Votes:

Mayor Krummel	<u>AYE</u>
Councilor Carter	<u>AYE</u>
Councilor Chandler	<u>AYE</u>
Councilor Lehan	<u>AYE</u>
Councilor Van Eck	<u>AYE</u>