



The City of Kirksville desires input and participation from the citizens of the community. One way in which citizens and other members of the community can choose to participate is through an appointment to one of the City's boards or commissions. The City has eleven Citizen Advisory Boards and Commissions, each requiring appointments of members of the community to serve. The number of members and the term of office for each varies.

APPOINTMENTS:

Each Board and Commission has a specific time of year in which appointments are made, and appointments are typically for a portion of the membership of the Board or Commission. Sometimes, individual members find they are unable to complete a term, therefore, leaving unexpired terms to be filled. New appointments for full and unexpired terms, as well as, reappointments to the various boards and commissions are the responsibility of the City Council.

Appointees have the opportunity to serve for up to two full terms on any board or commission to which they are appointed. Exceptions to this would include any time a member no longer meets the qualifications required for an appointment such as residency, or a member is removed for cause.

The City Clerk will notify the staff liaison for the board or commission, approximately two months before a member's term expires. If the member is eligible for reappointment, the responsible staff will then contact the member to see if they are willing to continue to serve another term. If they are willing to serve, a report will be prepared and brought before the Council for approval. If the member has completed two full terms and reached the limit for reappointment, applications will be solicited. Should this member wish to continue to serve, they would be eligible to apply.

Those members who have the option to be reappointed will be asked by the staff liaison assigned to the board or commission. If the member wishes to be reappointed, a request for reappointment will be presented to the City Council. Should a member wish to not be reappointed, or has completed their second full term and is no longer eligible to serve on that Commission, the staff liaison will notify the City Clerk.

When a vacancy occurs on a board or commission, whether for the appointment of a full term or a partial term, the City Clerk will begin the process of soliciting applicants by placing a notice on the City's website and through the City of Kirksville's social media and communication outlets. The notice will include all requirements of the appointment, the term of the appointment, and a brief description of the responsibility of the Commission. Applications will be accepted through the office of the City Clerk, for a period of no less than two weeks.

Once the submission deadline has passed the City Clerk will present copies of the submitted applications to each Councilmember along with an applicable ranking form. Councilmembers will complete their individual evaluations, submitting a ranking form for each applicant to the City Clerk. The City Clerk will compile the results of these rankings and determine the individual(s) who will be presented for an appointment. Applications for board vacancies will not be retained once the vacancy has been filled.

This individual(s) will be contacted to confirm their desire to serve, and upon confirmation, their name will be brought before the City Council for approval.

Once approved by the City Council, the City Clerk will notify the individual and schedule an orientation meeting with the City Manager. The City Clerk will provide notice to the appropriate staff liaison of the name and contact information. The City Clerk will prepare appropriate correspondence from the Mayor welcoming the appointee to the Commission. The correspondence will include specific information about the board or commission focused on laws specific to that board, meeting details, and general information on the Sunshine Law and Roberts Rule of Order.

The City Manager will then conduct a one-on-one orientation with the new member and applicable staff representative.

RECOGNITION:

The City appreciates the involvement of citizens through service on the various boards and commissions and wishes to recognize this service.

As the length of the term varies between the different boards and commissions; for this policy, the number of terms, not the number of years, will be used for recognition purposes.

- I. Newly appointed member:
 - a. Letter of congratulations from Mayor
 - b. Include Kirk the Blue Bird lapel pin

- II. Member retiring after completion of two terms:
 - a. Letter from Mayor
 - b. City Gift of Appreciation

- III. Member retiring after three or more terms:
 - a. Certificate of Recognition presented at Council meeting
 - b. City Gift of Appreciation commensurate with the time served

- IV. Annual Recognition:

The City Council will host an annual spring luncheon to recognize and thank members (and their guests) as well as support staff to the various boards and commissions.