



ADMINISTRATIVE REGULATION

Office of the City Manager

Number	111
Sections	1-6
Effective Date	12/15/2021
Responsible Department	Administration
Review Date	12/15/2026
Established Date	8/1/2007

SUBJECT: Vacancies and Onboarding Procedure for Boards, Commissions, Committees, or Advisory Groups

1. **Purpose:** To standardize procedures for handling vacancies and onboarding for city boards, commissions, committees, and advisory groups and to make readily available to citizens information regarding opportunities to serve on city boards, commissions, committees, or advisory groups.
2. **Authority:** State Law - the Maddy Act (Chapter 11, Section 54970, Part 1, Division 2, Title 5 of the California Government Code) and by authority and powers granted to the City Manager under Section 401 of the City Charter.
3. **Application:** This Administrative Regulation applies to all city boards, commissions, committees, and advisory groups.
4. **Definitions:**
 - 4.1. **Maddy Act** – State law that sets forth requirements related to posting and filling of vacancies on local advisory bodies.
 - 4.2. **Staff Liaison** – The staff person assigned by the Department Head to provide support to a specific advisory body.
 - 4.3. **Council Liaison** – The Council members assigned by the Mayor to serve as the liaison to a specific advisory body.
 - 4.4. **Active Applications** – All applications received as a result of posting of the annual Local Appointments List or as the result of a notice of vacancy for an unexpired term for a specific advisory body that are received no more than a year prior to the review of applications to fill a vacancy.
5. **Policy:** Staff liaisons are the primary link between the Council and their advisory bodies. As such, they have certain responsibilities related to advising their members on the expiration of their terms, advising the City Council / Council Liaisons when vacancies exist, and assisting their Council liaisons in filling vacancies in a timely manner. For city boards, commissions, or committees whose members are appointed directly by Council members and who serve a term coinciding with such Council member ("Individual Council Appointment"), each Council member is responsible for appointing qualified individuals to his / her appointee position.

while the staff liaison for providing administrative support to ensure that appointed members complete the application form and formal onboarding process.

6. Responsibilities:

- 6.1.** The City Clerk is required by the Maddy Act to post the annual Local Appointments List of all scheduled expiration of terms for city boards, commissions, and committees by December 31 of the year preceding the expiration date of the term.

To accomplish this, in approximately October of each year the City Clerk will request that all staff liaisons provide the names and expiration dates of the board, commission, committee, and advisory group members whose terms will expire in the coming year. Using that information, an annual Local Appointments List will be prepared for the following year and taken to the City Council for approval.

Once approved, a copy of the Maddy Act Local Appointments List will be available in the City Clerk's office, the Civic Center bulletin board, the city's public libraries, and on the city's website.

- 6.2.** Staff liaisons shall be responsible for maintaining a member roster that includes names, terms, and contact information of their board, commission, committee, or advisory group members and share it with the City Manager's Office. Staff liaisons shall and notify members when their term is about to expire
- 6.3.** Members who have not reached the end of their term and wish to be reappointed for an additional term shall submit a written request for reappointment to their Council liaisons 60 days prior to the term end, with a copy to their staff liaison. This does not apply to those that have "Individual Council Appointment."
- 6.4.** Members wishing to resign shall submit a letter of resignation to their staff liaison, or directly to the Councilmember whom appointed them, if applicable. The staff liaison will notify their respective advisory body and Council Liaisons if applicable. The staff liaison shall inform each appointee of this duty during their onboarding process.

7. Procedures – Handling and Filling Vacancies

- 7.1** For those that have "Individual Council Appointment," this procedure of handling and filling vacancies may not apply.
- 7.2** When an unscheduled vacancy occurs, the staff liaison will prepare and submit to the City Clerk a "Notice of Vacancy" (NOV) form. A template shall be available on the City's intranet providing the City Clerk and staff liaison access.
- 7.3** The City Clerk's office will assure the notice is properly posted at the designated locations: on the Civic Center bulletin board, at the city's public

libraries, and on the city's website. The City Clerk's office will retain a copy of the notice for the record per the City's Records Retention Schedule.

- 7.4** Both the Clerk's office and staff liaisons will be responsible for complying with the Maddy Act requirements. The Maddy Act requires public notification and posting of unscheduled vacancies not earlier than 20 days before or not later than 20 days after the vacancy occurs. Final appointment shall not be made by the City Council for at least 10 working days after the posting of the notice.

Individuals interested in applying to serve on any city advisory group shall complete a designated application form, available on the city's website. All completed applications are received by the City Council/City Manager's Office. Each applicant shall receive an automated acknowledgement of receipt of the application.

- 7.5** The City Council/City Manager's Office shall maintain and update the application form (format and content) based on input from Council and staff liaisons.
- 7.6** Upon receiving a completed application, Council/City Manager's Office staff will retain a copy of the application in the database, provide a copy of the application to the staff liaison to that body, who will forward them to the Council liaisons for consideration and facilitate the appointment process.
- 7.7** Once the notice posting is completed, the staff liaison should consult with their respective Council liaisons in a timely manner to determine how to proceed in filling the expired term. The staff liaison should also assist them in reviewing all active applications and compiling a list of final candidates.
- 7.8** As desired by the Council liaisons, interviews will be scheduled and facilitated by the staff liaison.
- 7.9** Once the Council liaisons have selected the person(s) to be recommended for appointment, the staff liaison will prepare a Request for Council Action (RCA) requesting Council approval of the selection. The RCA should include the name/s and the date/s of the term/s of the person/s to be appointed, an updated member roster, and copies of applications for each appointee. Staff liaison will redact the applicant's street address and any other personal information from the application before submitting with RCA.

7.9.1. Per HBMC 2.100.060 Service Limitation, if a new appointee fills a term for less than two years for an unscheduled vacant position, that same person can serve two additional terms, unless specified otherwise. If members serve a day over two years of a term, that is considered a full term and they can only be appointed to one more full term.

- 7.10** When the appointment has been approved, staff liaison will prepare a Certificate of Appointment memorializing the date (the Council meeting date) and notify new appointee(s) of onboarding related information. A template shall be available on the City's intranet. The original copy goes to new

appointees. One (electronic) copy will be sent to the City Clerk's office for the record and another copy shall be retained at each staffing department.

Additionally, staff liaison also send letters of regret to all unsuccessful applicants. A template shall be available on the City's intranet providing the City Clerk and staff liaison access.

For those who have "Individual Council Appointments," the City Clerk's office shall prepare a Certificate of Appointment and provide it to the staff liaison.

- 7.11 The staff liaison shall alert the City Clerk when an appointment has been made, so that the notice of vacancy can be removed accordingly.
- 7.12 For records purposes, Council / City Manager's Office staff will retain a database of all applications according to the City's adopted Records Retention Schedule. The staff liaison is responsible for maintaining applications for appointed / successful applicants, according to the City's adopted Records Retention Schedule.

8. Procedures – Onboarding

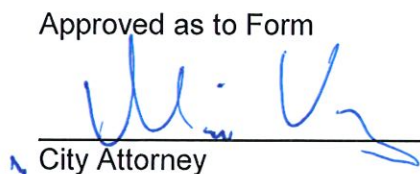
- 8.1. Staff liaisons shall be deputized by the City Clerk to administer the Oath of Affirmation or Allegiance to all new appointees. Staff liaisons shall prepare "Oath" certificates and administer the Oath prior to or at their first meeting. The record keeping procedure is the same as the Certificate of Appointment. A template shall be available on the City's intranet.
- 8.2. As a part of onboarding process, staff liaisons shall provide new member of their respective advisory body with relevant City policies and required training information (e.g. code of ethics, harassment prevention).
- 8.3. As changes occur, the staff liaison will ensure membership roster, agenda, dedicated webpage, and other relevant documents, are updated, current, and timely published to the City's designated webpage that is accessible to the public.



Assistant City Manager



City Manager

Approved as to Form


City Attorney