



## Boards and Commissions Policy

### **Purpose**

To provide an established procedure for appointments of City Boards and Commissions.

One of the most effective ways for citizens to participate locally is through service on one of the City's Boards or Commissions. Through these services, civic minded citizens become involved in their local government and make recommendations to the Oak Park City Council. As a result, the City benefits from the vast knowledge, experience and expertise of its citizens and businesses owners.

### **Applying To a Board/ Commission**

Individuals interested in serving on a City Board or Commission should obtain a "Boards & Commissions Application", from the City Clerk's Office or the City's website. After obtaining the application the individual should review the list of preferences and areas of interest, then indicate their top three choices. Every effort will be made to accommodate their first preference, but vacancies vary and the demand for some boards or commissions may be higher than others. Upon completion of the application the individual should return it to the City Clerk's Office. Applications are kept on file and are reviewed twice a year, for a February or August commencement date.

Eligibility varies based on bylaws and other legislation. Several boards and commissions require residency within the City of Oak Park, while others are specifically reserved for business owners within the City.

### **Appointment Process**

When there is an opening on a board or commission either as a result of a term expiration and/or upon notification of a resignation, openings will be posted on the City's website as well as the City's social media pages. The City Clerk will contact all applicants and schedule interviews. The City Council meets and interviews applicants for vacancies twice a year in February and August. The City Council will then make appointments. After appointment, a letter is sent to the new appointee and staff liaison.

### **Term of Service/Guidelines**

Board and Commission member positions are voluntary appointed positions. Each board and commission have different terms of service based on their bylaws and authorizing legislation. Typically, the boards/commissions range from one to three-year terms. A roster of all Boards and Commissions is maintained by the City Clerk.

Each member is provided with the attendance policy, Roberts Rules, Board member basics as well as the Open Meetings Act.

Each Board has a different meeting schedule and some more infrequently than others, which makes it possible for individuals to serve on multiple boards simultaneously.

### **Reappointment**

All members whose terms are set to expire are contacted by the City Clerk and ask if they desire reappointment. After a verbal notification, the board/commission liaison will then inform the Clerk if they are interested in the member continuing to serve on the board. Prior attendance history will be considered when consideration is given for reappointment. Letters/emails are sent to all members which will either confirm reappointment or thank the member for their service.

### **Resignation**

Any board/commission member who intends to resign must submit a letter of resignation to their board/commission chair, who will then forward the letter to the City Clerk. If a board/commission member resigns before their term expires, a replacement member will go through the appointment process, listed above to serve the remainder of the term.