

RESOLUTION NO. R08-07 CMS

A RESOLUTION ESTABLISHING A PROCEDURE FOR THE FILLING OF VACANCIES ON MUNICIPAL BOARDS, COMMITTEES AND COMMISSIONS

WHEREAS, vacancies on municipal Boards, Committees and Commissions periodically arise; and,

WHEREAS, Oberlin City Council desires to implement a procedure relative to the appointment of citizens to fill those vacancies that gives the widest public advance notice of those vacancies to potential candidates for those positions, encourages greater participation by Oberlin residents, and attempts to ensure that persons chosen to fill those vacancies are of the highest quality.

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Oberlin, County of Lorain, State of Ohio, a majority of all members elected thereto concurring:

SECTION 1. That City Council hereby determines that the following general procedure shall apply to the process of filling vacancies on municipal Boards, Committees and Commissions that are subject to City Council appointment:

1. Each year, prior to the City Council taking any action to fill the vacancies, anticipated due to expiring terms, the opportunity to serve on Oberlin Boards, Committees and Commissions shall be advertised for a reasonable period of time. Advertising shall include, at a minimum, all of the following:
 - a. Web-based advertising on the City of Oberlin website. An application shall be available online for an applicant to download.
 - b. Cable television advertising, including through Oberlin Cable Co-Op, Inc.
 - c. Newspaper advertising, including the *Oberlin News Tribune*.
 - d. Advertising posters, which shall be placed in common public places, including business establishments, not-for-profits, churches, mosques, synagogues, libraries, schools, student unions, recreation areas, and other areas of public gathering.
 - e. All vacancies shall be announced to the public at City Council meetings.
2. For Board, Committee and Commission seats that expire in December, advertising for the forthcoming vacancy shall occur in October until the second week in November that year.
3. Because vacancies may occur at various other times of the year, the advertising shall indicate that applications may be submitted at any time for a potential future vacancy so that the City Council may consider potential candidates soon after the vacancy is known. Information and applications shall be available on the web site throughout the year. In the event of a mid-term vacancy, the City Clerk shall communicate that vacancy using advertising methods 1 a., b., c., and e., as soon as possible after the vacancy occurs. Such advertising shall take place for at least two weeks.

4. All applicants who desire to be considered for appointment to fill a vacancy on a City Board, Committee or Commission, including a Board, Committee or Commission member whose term is expiring and who desires reappointment, must complete an application and file it with the Clerk of Council by the established deadline.
 - a. In September, the City Council shall establish a three-member Nominating Committee to screen applications. The Nominating Committee shall take input from each Board, Committee and Commission, Council Liaisons, and City staff regarding the upcoming vacancies that will occur due to terms that expire at the end of the year.
 - b. Once the time for filing an application has closed, all applications are to be provided by the Clerk of Council to all members of the City Council.
 - c. The City Council Nominating Committee shall review all applications and shall conduct interviews as needed to evaluate the candidates. ~~The Nominating Committee shall prepare a slate of recommended candidates for all vacant positions and present it at the first City Council meeting in December.~~
 - d. If vacancies still exist for particular positions, recruitment efforts shall continue until the Nominating Committee feels it has suitable candidates to recommend to the full City Council.
 - e. For Board and Commission seats that expire in December, the Nominating Committee interviews with the applicants shall occur in late November of that year. For other vacancies the interviews will be scheduled as soon as possible after the period for filing applications has closed.

5. Following appointment, new Board, Committee and Commission members shall be provided with an orientation session. At a minimum, the orientation session should include:
 - a. An overview of the expectations, responsibilities and roles of Oberlin Boards, Committees and Commissions in general.
 - b. A review of conflict of interest, ethics and other legal issues affecting Board and Commission members.
 - c. A review of parliamentary procedures.

New members of Boards, Committees and Commissions shall also receive orientation as to the mission, procedure and work of their specific Board, Committee or Commission by its chair and staff liaison.

6. The Nominating Committee will work with Oberlin High School to seek a means to allow students of the high school who are not eighteen (18) years old to participate as non-voting members of City Boards, Committees and Commissions. Under-age high school students who reside in Oberlin but attend school elsewhere may also apply for such "youth member" positions. The ad hoc committee will also work with the high school to find means to encourage the students to learn about and participate in the local government process, including City Boards, Committees and Commissions.

7. The Nominating Committee will also coordinate an annual recognition of board, committee and commission members, either collectively or for those members ending their terms of service.

SECTION 2. It is hereby found and determined that all formal actions of this Council concerning or relating to the adoption of this Resolution were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

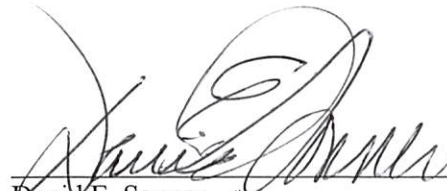
SECTION 3. That this Resolution shall take effect at the earliest date allowed by law.

PASSED: 1st Reading – August 25, 2008
2nd Reading – September 2, 2008
3rd Reading – October 6, 2008 (A)(E)

ATTEST:



Belinda B. Anderson
CLERK OF COUNCIL



David E. Sonner
PRESIDENT OF COUNCIL

POSTED: 10/07/2008

EFFECTIVE DATE: 10//06/2008

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