

City of Northfield, Minnesota	Policy Number:
	Adopted:
ADMINISTRATIVE POLICY	Revised:
Administrative Process for Charter Commission Member Recruitment/Appointment	

**I. PURPOSE:** To provide for an orderly and fair appointment process.

**II. PROCESS:**

The City Clerk or his/her designated representative (DR) will be responsible for the administration of the appointment process in consultation with the Charter Commission Chairperson. The City of Northfield will accept board/commission applications at any time. The timelines/processes below outline the annual recruitment and vacancy process.

1. **October** - The City Clerk will consult with the Chairperson of the Charter Commission to discuss whose term will expire at the end of the year; review eligibility for reappointment, etc. The Chairperson and/or the City Clerk will notify the respective board member(s) of the need to fill vacancies and the necessity of filling out applications for members wishing reappointment.
2. **October** – The Chairperson and City Clerk will review and update the respective board/commission web pages to ensure up-to-date and accurate information related to the group. The web page should contain an accurate description of the mission of the group, links to guiding documents (relevant sections of City Code, State law, up-to-date bylaws, etc.), membership requirements (i.e. meeting dates, residency requirements, number of members attendance, etc.).
3. **November** - The City Clerk prepares a draft letter for the review by the Mayor and Charter Commission Chairperson to be sent to those with expiring terms. The letter will notify them of the application process for members wishing to be considered for reappointment. The City Clerk will prepare a draft thank you letter for review by the Mayor and Charter Commission Chairperson to be sent to those that have reached term limits.
4. **November** - The City Clerk will publicize vacancies beginning on November 1 by sending out notification of vacancies to KYMN Radio, the Northfield News, Northfield.org, posting on the City website and social media. Charter Commission recruitment will be included with other boards/commissions.

The announcement will provide instructions for candidates who wish to reapply or make an initial application to a board of commission. Applicants will be directed to the City website for online applications and additional information on each board/commission. Applications may also be obtained in the Administration Office at City Hall or at the Northfield Public Library.

The application deadline is the first business day of December of each year for applicants wishing to be considered for January appointment.

5. **Mid November** – The City Clerk will send out a reminder via social media and a press release.
6. **December** - The deadline for applicants wishing to be considered for January appointment shall be the first business day of December. Completed applications will be kept on file in the Administration Office.

### **III. ADDITIONAL STEPS:**

1. The City Clerk will send a response (via e-mail when possible) when applications are received notifying the applicant that the application was received, next steps and the proposed timeline if possible.
2. Copies of applications will be e-mailed to the Charter Commission Chairperson when received. Copies will also be e-mailed to the Mayor.
3. The City Clerk will verify eligibility (applicant is a registered voter) and notify the Charter Commission Chairperson.
4. The City Clerk will prepare a letter for the Charter Commission Chairperson to transmit the applications to the Chief Judge of the Third Judicial District. The applications shall be transmitted to the Chief Judge of the Third Judicial District within two weeks of the application deadline.
5. The City Clerk works with the Charter Commission Chairperson to notify applicants (via email, when possible) when their applications have been forwarded on to the Chief Judge.
6. The City Clerk shall forward the Chief Judge's Order Appointing Charter Commission Members to the Charter Commission Members, new appointee, and Mayor & City Council.
7. The City Clerk will prepare and administer the acceptance and oath of office to the appointees. The City Clerk will return the acceptance and oath of office to the Chief Judge and Court Administrator within 30 days of appointment. The City Clerk will forward the completed acceptance and oath of office to the Charter Commission Members and Mayor & City Council.
8. The City Clerk will ensure that the appointees complete the City of Northfield Ethics Disclosure form.

9. The City Clerk and City Administrator will work with the Charter Commission Chairperson regarding contacting new members to provide information on the commission meeting schedule, and other orientation materials needed.
10. In consultation with the Mayor and Charter Commission Chairperson, the City Clerk prepares letters for those who have not been selected, thanking them for their interest. This notice will let them know that their application will be kept on file for one year, in case of vacancies or for consideration for appointment to others groups, special committees or task forces.
11. If a vacancy occurs during the year, the City Clerk shall consult with the Charter Commission Chairperson. The City Clerk will prepare a letter for the Charter Commission Chairperson to notify the Chief Judge of the Third Judicial District regarding the vacancy. Resignation letters shall be sent to the Charter Commission Chairperson, Mayor and copied to the City Clerk.
12. The process for announcing vacancies will begin as noted above, except two weeks will be allowed for submission of applications. The applications shall be transmitted to the Chief Judge of the Third Judicial District within two weeks of the application deadline.