

**DATE:** August 2018 (Revised 2021, 2023)

**DEPARTMENT:** Administration

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

**PROCESS:**

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

**June** – Staff liaisons of each board or commission will consult with the City Clerk to see whose term will expire at the end of the year; review eligibility for reappointment, etc.

**June**– Staff liaison will inform the Chairperson and the respective board member(s) of the need to fill vacancies and the necessity of filling out applications for members wishing reappointment. Members will receive a letter or e-mail from the Mayor in June.

**June** – Staff liaisons or designees will review and update the respective board/commission web pages to ensure up-to-date and accurate information related 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.), and membership requirements (i.e. meeting dates, residency requirements, number of members, attendance, etc.).

**June**– The City Clerk will notify the Mayor of expiring terms, vacancies, etc.

**June** – The City Clerk prepares a draft letter for the review by the Mayor 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. Note these letters will be sent electronically with a link to the online application. The City Clerk will prepare a draft thank you letter for review by the Mayor to be sent to those that have reached term limits.

**July 1-** The City Clerk will publicize vacancies beginning on July 1 by sending out notification of vacancies to KYMN Radio, the Northfield News, Northfield.org, posting on the City website and social media.

The announcement will provide instructions for candidates who wish to reapply or make an initial application to a board or commission. Applicants will be directed to the City website for online applications and additional information on each board/commission. Paper 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 August of each year for applicants wishing to be considered for October appointment.

**July** – City Clerk works with the Mayor to set up meetings with City Councilors regarding Council appointments.

**July** – City Clerk works with the Mayor to set up meetings with Board/Commission Chairs regarding appointments.

**July** – Mayor meets with City Administrator regarding appointments.

**July** – Mayor attends full Hospital Board meeting to provide verbal update on Board appointment process and to address questions.

**Mid July-** The City Clerk will send out a reminder via social media and a press release.

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 proposed timeline.

**August 1** – The deadline for applicants wishing to be considered for October appointment shall be the first business day of August. This includes applications for the Hospital Board. Completed applications will be kept on file in the Administration Office. Copies of applications will be e-mailed to the Mayor as they are received. Charter Commission applications will be e-mailed to the Charter Commission Chairperson when received.

**August**– Mayor, Hospital CEO and City Hospital Governance meet to discuss early conflict on interests, interview committee and NH+C recommendations.

**August**– Mayor selects Hospital Board interview committee members.

**August**– Hospital Board interview committee members are given preparation materials/orientation.

**August and September** – City Clerk works with the Mayor to set up meetings with prospective board and commission members, including prospective Hospital Board applicants.

**Late September** – Mayor meets with City Administrator regarding appointments.

**September** – Mayor follows up with City Councilors as needed.

**September** – Mayor connects with Hospital CEO regarding Hospital appointments.

**September**– City Clerk works with the Mayor to notify (via email, when possible) those who will be presented for appointment, with schedule of steps (meeting date to be voted on, etc.).

**September**– City Clerk works with the Mayor to prepare the report for Council meeting on appointments for Council to approve at the first meeting in October.

**September** – Mayor connects with Hospital CEO to inform about appointment decision(s).

**October**– At the first meeting of October, the Council considers approval of the Mayor's appointments.

In consultation with the Mayor, the City Clerk prepares letters for appointees to be mailed as soon as possible following the meeting. The letter will include information on appointees' term, role (voting, non-voting), board/commission meeting times/locations and staff liaison contact information.

In consultation with the Mayor, 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 (until November 1), in case of vacancies or for consideration for appointment to others groups, special committees or task forces.

City Clerk will send email to all Board/Commission members after appointments are approved by Council and include the list of appointments.

Staff liaisons will contact new members to provide information on the board/commission meeting schedule, and other orientation materials needed.

**November/December** – Onboarding/orientation for new Board members.

**December** – Council appointments will occur for Election years.

**January** – Begin duties for new Board members.

**February** – Deadline for appointment new officers for Boards/Commissions.

**Note:** If a vacancy occurs during the year, the City Clerk shall consult with the Mayor. Resignation letters shall be sent to the Mayor and copied to the City Clerk and staff liaison. Appointments may be filled from remaining applications. If there are no suitable applications on file, the process for announcing vacancies will begin as above and two-weeks will be allowed for submission of applications.

**Note:** Separate process for Charter Commission recruitment – approved by Charter Commission September 2017.

**Note:** Specific process for Hospital Board member recruitment and appointments per the Northfield City + Hospital Playbook. See below:

### Timeline & Communication – Hospital Board Appointments

| When      | Activity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| July      | <ul style="list-style-type: none"> <li>Meeting scheduled with the City Hospital Governance Committee* to review gaps analysis et al</li> <li>Mayor attend full Board meeting to provide verbal update on Board appointment process and address questions</li> </ul> <p><i>*Hospital Chair and/or Vice Chair do not attend meeting if up for reappointment</i></p> <ul style="list-style-type: none"> <li>City starts recruiting Hospital Board candidatesCurrent members up for reappointment notified via letter</li> </ul> |
| August    | <ul style="list-style-type: none"> <li>Mayor selects interview committee members</li> <li>Interview committee members given preparation materials / orientation</li> <li>Mayor and Hospital CEO connect for early conflict of interest check</li> <li>Candidate interviews</li> </ul>                                                                                                                                                                                                                                        |
| September | <ul style="list-style-type: none"> <li>Candidate interviews continue, if needed</li> <li>Mayor connect with Hospital CEO to check in on progress</li> </ul>                                                                                                                                                                                                                                                                                                                                                                  |
| October   | <ul style="list-style-type: none"> <li>Mayor connects with Hospital CEO again to inform about appointment decision(s)</li> <li>Mayor makes recommendation to the full City Council</li> </ul>                                                                                                                                                                                                                                                                                                                                |
| December  | <ul style="list-style-type: none"> <li>Onboarding/orientation for new Board members</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                               |
| January   | Begin duties as Hospital Board member                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| February  | Deadline for appointing new officers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |