

<u>Date/Month</u>	<u>Action</u>
October	<p>City Clerk notifies staff liaisons of vacancies, term expirations, member eligibility.</p> <p>Administration will draft an agenda item for all boards/commissions.</p> <p>Emails will be sent to all current members with terms expiring, including those not eligible for reappointment.</p> <p>City Clerk and Communications staff will consult with staff liaisons to update board/commission webpages.</p> <p>City Clerk will notify the Mayor of expiring terms, vacancies, etc.</p>
November	<p>If an election year, City Clerk will notify the Mayor Elect of expiring terms, vacancies, etc. post election.</p> <p>City Clerk will prepare written thank you letters for the Mayor to sign for members who will term out at the end of the year, thanking them for their service.</p> <p>City Clerk works with the Mayor/Mayor Elect to set up meeting with Council Members regarding appointments.</p>
December	<p>(December 1) City Clerk will publicize vacancies via media.</p> <p>City Clerk works with the Mayor to set up meeting with Council Members regarding appointments.</p>
January	<p>City Administrator meets with Mayor/Mayor Elect regarding appointments.</p> <p>Mayor attends Hospital Board meeting to provide verbal update and answer questions.</p> <p>City Clerk to send out reminders of appointments via social media.</p> <p>(January 31) Deadline for applications for April appointments.</p>
February	<p>Mayor, Hospital CEO, City Administrator, and City/Hospital Governance Committee meet to discuss logistics.</p> <p>Mayor selects Hospital Board interview committee members.</p> <p>Hospital Board interview committee members are given preparation materials.</p>
February/March	<p>Mayor meets with applicants, as deemed necessary.</p>
March	<p>Mayor meets with City Administrator regarding appointments.</p> <p>Mayor connects with Hospital CEO regarding Hospital Board appointments.</p> <p>Mayor notifies City Clerk of recommended appointments for inclusion in first April City Council meeting.</p> <p>City Clerk notifies those applicants recommended for appointment of the meeting date, etc.</p>
April	<p>At the first meeting, the Council considers Mayoral appointments.</p> <p>City Clerk notifies those appointed at the first Council meeting in April.</p> <p>City Clerk notifies those not appointed.</p> <p>City Clerk will notify and provide contact information for appointees to staff liaisons.</p>
April/May	<p>Onboard/orientation for members.</p> <p>Staff liaisons will meet with each member to welcome them and provide updates on ongoing initiatives.</p> <p>New members will begin their terms</p> <p>Administration will draft agenda items for all boards/commission for their May/June meetings.</p>