

## CITY OF NEVADA COUNCIL POLICY

**Policy Number:** 081125

**Subject:** Board and Commission Application and Appointment Process

**Authorized by City Council Effective Date:**

**Amended Date:**

### **PURPOSE:**

The purpose of this Policy is to establish a clear, consistent, and transparent process for the recruitment, application, evaluation, and appointment of individuals to the City of Nevada's Boards and Commissions. This policy aims to promote accountability in the selection of individuals entrusted with advisory and/or decision-making roles.

### **SCOPE:**

This Policy applies to all official Boards and Commissions that are established by ordinance, resolution, or other legal authority under the City of Nevada, including but not limited to advisory boards, regulatory commissions, and committees that require appointments by the Mayor, City Council, or City administrator.

### **DEFINITIONS:**

For the purposes of this policy, the following terms are defined as:

- **Board/Commission:** A formally established body created by City ordinance, resolution, or intergovernmental agreement to serve in an advisory, oversight, or regulatory capacity.
- **Applicant:** Any individual who submits a completed application to serve on a City Board or Commission.
- **Appointing Authority:** The individual or body—such as the Mayor, City Council, or City Administrator—designated to make appointments to a particular Board or Commission.
- **Vacancy:** A seat on a Board or Commission that is unfilled due to expiration of term, resignation, removal, or creation of a new position.
- **Staff Liaison:** A City staff member assigned to support the operations of a specific Board or Commission, including facilitating communication, managing agendas, and providing administrative assistance.
- **Quorum:** The minimum number of members required to be present for a Board or Commission to conduct official business, as defined in the governing ordinance or by-laws.
- **Term:** The fixed duration for which a Board or Commission member is appointed, as defined by ordinance or resolution.
- **Conflict of Interest:** A situation in which a person's private interests may improperly influence their official duties or responsibilities as a Board or Commission member.

### **RESPONSIBILITY:**

The City Council is responsible for the administration, oversight, and periodic review of this policy. Specific responsibilities include:

- **Policy Implementation:** Ensuring that this policy is followed by all individuals involved in the appointment process.
- **Public Communication:** Coordinating with City Clerk and Communications staff to publicize vacancies, promote community engagement, and encourage diverse applicant pools.
- **Process Oversight:** Monitoring compliance with application procedures, deadlines, and recordkeeping requirements.
- **Support to Appointing Authorities:** Assisting the Mayor and/or Council in the review and evaluation of applications and providing relevant documentation or summaries to support appointment decisions.
- **Training and Orientation:** Providing materials on roles and responsibilities, and ensuring new members understand their legal and ethical obligations.

The City Clerk's Office will serve as the official recordkeeper of applications and appointment records. The Mayor and/or City Council – depending on the specific authority established for each board or commission – are ultimately responsible for making formal appointments in accordance with this policy and all applicable city codes or ordinances.

#### **LIMITATIONS:**

This policy provides general guidance for the application and appointment of individuals to City Boards and Commissions but does not supersede specific legal or procedural requirements.

This policy is administrative in nature and is intended to promote consistency and transparency; it is not intended to create enforceable rights or obligations and may be revised or suspended at the discretion of the City Administrator.

Please Note Attached Documents:

**Appendix A – City of Nevada: Board & Commission Interest Applications**

**Appendix B – City of Nevada: Board & Commission Appointment Process**

## APPENDIX A

# City of Nevada: Board & Commission Interest Application

Thank you for your interest in serving your community! Please complete the form below.

### Contact Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone (Cell preferred): \_\_\_\_\_

Email: \_\_\_\_\_

### Board & Commission Interest (Select Top 3)

Please review the board descriptions below and check your top 3 choices (numbered 1, 2, 3).

- ☐ **Parks, Recreation & Cemetery Board** – Oversees recreational programs, parks, cemeteries, and community events.
- ☐ **Planning & Zoning Commission** – Reviews development plans and zoning changes; guides city land use. (City Council appointed)
- ☐ **Board of Adjustment** – Hears appeals and variances to zoning regulations; meets as needed.
- ☐ **Library Board** – Advises on library operations, programs, and long-term planning.
- ☐ **Historic Preservation Commission** – Promotes the protection of historic sites and districts.
- ☐ **Nevada Senior Community Center Board** – Supports programming and operations for the senior center.
- ☐ **Public Arts Advisory Commission** – Guides public art projects and citywide cultural engagement.
- ☐ **City Council (when vacancy)** – Elected body responsible for city governance and decision-making.

### Availability

Boards generally meet monthly with occasional special meetings.

Are there specific days or times you are unavailable?

\_\_\_\_\_

### Please describe your qualifications to serve on a board or commission:

Volunteer Community Service \_\_\_\_\_

Leadership Development \_\_\_\_\_  
Specific Expertise of Skills \_\_\_\_\_

Other Valuable Experience \_\_\_\_\_

**Please tell us about what brought you to Nevada and your interests in the community.**

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### **Future Consideration**

If your application is not the best fit at this time, would you like your application to remain on file until May 30<sup>th</sup>?

Yes    No

## APPENDIX B

# City of Nevada: Board & Commission Appointment Process

## City of Nevada

### Board & Commission Appointment Process

#### 1. Identify Vacancies

The City Clerk maintains a master list of all board and commission terms.

Annually by May 30, the City Clerk notifies City Council and staff of openings.

Staff evaluates attendance annually. Members are expected to attend at least 75% of meetings to retain their position.

Department heads or board liaisons report current vacancies and potential reappointments to the City Clerk's Office.

#### 2. Publicize Openings

Vacancies are advertised through the following channels:

- City of Nevada website
- City Hall bulletin board
- Social media platforms
- Community newsletter (if applicable)

Each listing includes:

- Board/commission name
- Meeting time
- Responsibilities
- Term length
- Link to application

#### 3. Accept Applications

Applications may be submitted via:

- Online form on the City website
- Printed application form

Applicants must provide:

- Contact information
- Ranking of top three board preferences
- Availability and time constraints
- Relevant experience and qualifications

- Goals and interests related to board service
- Willingness to be considered for future openings

#### **4. Staff Review and Pre-Screening**

The City Clerk reviews all applications for completeness and eligibility (e.g., residency, conflict of interest).

Applications are retained on file for one year (through May 30) for future consideration.

Conflict of Interest Definition (per Iowa Code / City SOP):

*Any person who serves in an appointed position shall not engage in any outside employment or activity which is in conflict with the person's official duties and responsibilities. Using your position to give yourself or an immediate family member an advantage or benefit not available to the public is prohibited. You shall not have an interest, direct or indirect, in any contract, job or work, or material for which you, as an appointed member, would make a decision or recommendation to City Council. In the event of a conflict of interest, you must cease the outside employment or activity, or publicly disclose the existence of the conflict and refrain from taking any action or performing any official duty with regard to the conflict.*

*Public meetings and formal action during those meetings are occurrences where appearances are as important as substance. The test of whether the appearance of a Conflict of Interest has been violated is as follows: "Would a disinterested person, having been apprised of the totality of a Council member's personal interest in a matter being acted upon, be reasonably justified in thinking that partiality may exist?"*

Appointees shall not:

- Engage in outside employment or activity that conflicts with their duties.
- Use their position to benefit themselves or immediate family members.
- Hold a direct or indirect interest in any contract or decision they influence.

In case of a conflict, the appointee must either:

- Cease the conflicting activity.
- Publicly disclose the conflict and recuse themselves from related actions.
- Withdraw their application.

#### **5. Council Review and Interviews**

Applications are forwarded to City Council and related department staff.

Council and staff recommend two applicants per vacancy based on submitted applications (no interviews at this stage).

The Mayor conducts interviews with the top two applicants for each vacancy.

In case of a tie, all equally recommended applicants are considered.

Interview Format: Determined by the Mayor.

Multiple Vacancies Example:

If a board has two openings, council/staff recommend four applicants, from which the Mayor selects two for City Council approval.

## **6. Appointment and Notification**

Appointments:

- Made during regular City Council meetings.
- Appointees are formally notified by the City Clerk and receive:
  - ✓ A welcome letter
  - ✓ A meeting schedule

Non-Appointed Applicants:

- Notified by email using this sample message:

### **Email Template**

Subject: Thank You for Your Application

Dear [Applicant's Name],

Thank you for your interest in serving on a board or commission with the City of Nevada. We appreciate your willingness to contribute to our community.

After careful review, we regret to inform you that you were not selected for appointment at this time. Your application will remain on file until May 30 for future consideration unless noted otherwise.

We encourage you to stay involved and reapply in the future. Your enthusiasm for public service is valued, and we hope to work with you in the future.

Sincerely,  
[Mayor's Name]

## **7. Onboarding and Training**

New board members are invited to orientation sessions that include:

- Roles, responsibilities, and attendance policies
- Open meetings and public records laws
- Communication protocols
- City ethics and conduct policies

## **8. Ongoing Participation and Support**

Staff liaisons assist board members by providing:

- Meeting reminders and information packets
- Annual check-ins or surveys
- Recognition for service (e.g., at year-end meetings or in the city newsletter)