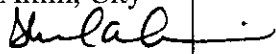



Source:

Paula Hertwig Hopkins



Sheela Amin, City Clerk



TO: City Council
FROM: City Manager and Staff 
DATE: September 30, 2008
RE: *Columbia Vision Commission (CVC) Nomination, Application and Selection Process*

EXECUTIVE SUMMARY:

Council passed an ordinance establishing the Columbia Vision Commission earlier in the evening. Assuming the ordinance was passed with the suggested staff changes, members are selected based upon a nomination and application process approved by the Council. Below is a suggested process for Council approval.

Fiscal Impact

YES

NO

DISCUSSION:

The Council appoints seven (7) members designated as the “coordinating committee” and can also appoint five (5) members designated as “resource members,” so the Council can appoint a total of twelve (12) members to the Columbia Vision Commission.

Other Info.

Citizens and organizations may nominate candidates for the commission by a process approved by the Council and all such nominees shall be invited to apply for a position on the commission. This includes self-nominations. In order to be considered for appointment, candidates must fill out an application.

Since this commission is being established, staff suggests issuing a press release providing a description of the commission and providing an explanation as to how to nominate candidates and how to apply to be considered as a member of the commission. This will be done on October 8 or soon after.

Citizens or organizations wishing to nominate candidate(s) can call, e-mail or fax the City Clerk’s Office with names and contact information and those nominations will be accepted until 12:00 noon on Friday, October 31, 2008.

The City Clerk’s Office will contact the nominees and ask them to complete the application form. Self-nominating people will be asked to complete the application as well. This form will be the same form as is currently used for applicants interested in all other boards and commissions. Applications are due by 12:00 noon on Friday, November 7, 2008. This date coincides with the application deadline of other boards and commissions which have vacancies.

These applications will be forwarded to the Council and Council will determine whether interviews are needed. If interviews are deemed necessary, Council will need to determine which applicants to interview and when to conduct those interviews.

After those interviews (if deemed necessary), Council will appoint seven (7) members to the coordinating committee and up to five (5) members to be considered resource members.

Appointments could be made at the November 17, 2008 or December 1, 2008 Council meetings if Council decides not to conduct interviews. If Council decides to conduct interviews, a suggested date for those interviews is the evening of December 8, 2008. Appointments could then make appointments at the December 15, 2008 Council meeting.

In order to meet the March 31, 2009 deadline for the commission to select an initial reporting format and identify the information to be tracked, appointments should be made as soon as possible, but no later than the December 15, 2008 Council meeting.

If enough applications for appointments have not been received or someone resigns or is removed from the commission prior to their term being up, a new nomination deadline and application deadline will be determined. Staff will try to coincide the application deadline with the deadlines of all other boards and commissions.

SUGGESTED COUNCIL ACTION:

Approval of the process identified above.

Vision Commission Appointments and Initial Process Tentative Timeline 2008-2009

