

# POLICY STATEMENT #P-2016-03

Regular City Council Meeting  
February 8, 2016  
Amended: February 11, 2019  
Amended: \_\_\_\_\_

RE: Appointments to Boards, Committees and Commissions

## I. PURPOSE

Policy Statement #P-2016-03 shall establish a policy and process regarding appointments to the many City Boards, Committees and Commissions.

## II. BACKGROUND

The City of Manassas has approximately forty Boards, Committees and Commissions, including multi-jurisdictional boards and authorities, which provide technical, advisory and administrative services to the City and its residents. The City Council recognizes that Boards, Committees and Commissions are an integral and important component of local government and citizens provide the City with a vast resource of talent and expertise.

## III. POLICY

The City Council is responsible for appointing citizens to the various Boards, Committees and Commissions and intends to encourage interested citizens to serve and participate in their community. All appointments and removals are made at the discretion of the City Council.

## IV. CRITERIA

The Code of Virginia, City of Manassas Code of Ordinances and adopted by-laws shall determine eligibility of individuals applying to serve on Boards, Committees and Commission. Applicants shall not be delinquent in any taxes, fees or fines due to the City.

In making appointments, the City Council shall consider interest, diversity of background, relevant experience and expertise, and any unique qualifications of the applicant.

## V. PROCESS

The following process shall be followed to recommend and ultimately approve appointments:

- A. **NOTIFICATION** – Sufficient notice shall be given to the individual whose term is expiring; if he or she wishes to serve another term, a letter expressing this interest to the City Clerk is required.

- B. **ADVERTISING** – Openings on the City’s Boards, Committees and Commissions will be advertised on the website and on the government access channel.
- C. **APPLICATION** – Applications are available on the City’s website and may be completed and submitted to the City Clerk’s Office electronically. In addition, applications are available in the City Clerk’s Office and can be mailed, faxed or hand delivered once completed.

Applications received for a Board, Committee or Commission that does not have a vacancy will be kept on file for one year or until a vacancy occurs. The applicant will then be contacted to determine if he or she remains interested in the position.

- D. **INTERVIEW** – The City Clerk’s Office will process all applications in a timely manner and will contact the applicant to schedule an interview with the Appointments Committee. Interviews are generally brief, but provide an opportunity for the Appointments Committee to ask questions and discuss an applicant’s experience and interest in serving on a Board, Committee or Commission. The Appointments Committee may make a recommendation to the City Council at a future Regular Meeting.
- E. **APPOINTMENT / REAPPOINTMENT** – The City Council may discuss appointments and any recommendations of the Appointments Committee during a closed session at a Regular Meeting. A motion, a second, and a majority vote of the Council are required to approve appointments and reappointments. The City Clerk’s Office will notify individuals appointed or reappointed by mail or e-mail and will share contact information with the Staff Liaison or Chairman of the Board, Committee or Commission. The term of office and other relevant information will be provided to the new or reappointed member prior to or during the first meeting. Those not appointed will be notified.

## VI. TERMS

- A. The standard term for each appointment is four years unless another term is established by State Code or another jurisdiction (multi-jurisdictional appointments). Terms of office shall begin on July 1 of each year.
- B. ~~Members shall serve staggered terms to promote continuity and preserve institutional history.~~ Since staggered terms promote continuity and preserve institutional history, when making recommendations to City Council the Appointments Committee will consider whether terms are adequately staggered on each Board, Committee and Commission as openings arise. Unless a specific term is prescribed by state law, the Appointments Committee may recommend the appointment of an individual for less than a full term, in order to create staggered terms on a particular Board, Committee or Commission.
- C. To promote broad participation, new ideas and perspectives, and to provide an opportunity for the Board, Committee or Commission to represent the community,

interviews will be conducted for all available positions. Individuals who wish to serve another term on a Board, Committee or Commission, shall reapply through the City's website and, if multiple qualified candidates exist, may interview with the Appointments Committee.

Effective July 1, 2019, any individual who is completing two or more consecutive full terms of service shall not be eligible for reappointment to the same Board, Committee or Commission for a period of one year after his or her term has ended, except a term limited individual may be appointed to the same Board, Committee or Commission:

- (i) Within one year if there is another unexpected vacancy to be filled;
- (ii) If there are no other applicants to fill the vacancy; or
- (iii) City Council determines that the reappointment of the term limited individual is in the best interests of the City.

Individuals appointed to serve the remainder of an unexpired term shall not be considered as serving a full term.

~~Individual are allowed to serve for two consecutive full terms and are eligible to serve again one year after his or her term on the Board, Committee or Commission has ended. Term limited individuals may apply for a position on the same Board, Committee, or Commission within one year if the vacancy is the result of another member resigning and a reasonable amount of time has passed. The City Council reserves the right to reappoint an individual who has served two full terms, should the Council determine interests of the City require such an exception.~~

## **VII. ATTENDANCE**

Section 2-301, paragraph (b), of the Manassas City Code of Ordinances:

*If any member of a board, commission, committee or authority shall be absent from three regular meetings consecutively, except under emergency circumstances approved by the City Council, or shall be absent from 50 percent of the meetings held during any six-month period for any reason, that member's seat may be deemed vacant by resolution of the City Council, and thereupon the unexpired term shall be filled according to law.*

## **VIII. GENERAL PROVISIONS**

- A. Appointed members of the City's Boards, Committees and Commissions are expected to fulfill their responsibilities and duties and comply with all requirement and applicable laws.
- B. Members of the Economic Development Authority, the Planning Commission, the Boards of Zoning Appeals, and the Upper Occoquan Sewage Authority (UOSA) are required by the Code of Virginia to submit Financial and Real Estate disclosure forms to the City Clerk on an annual basis.

