

POLICY ON BOARD AND COMMISSION APPOINTMENTS FOR CITY OF WHITEWATER

(Regular Appointments are Made in April of each Year - when there are Vacancies or Resignations, Appointments can Occur throughout the Year)

PURPOSE: To establish an open appointments procedure for members of City Boards and Commissions, subject to recommendation of the Nominations Committee and confirmation by the Common Council.

APPLICABILITY. This policy applies to the members and alternate members appointed by the City Council to the Board of Zoning Appeals (3-year terms), Cable TV Committee (3-year terms), Commission on Grievances on Discrimination Against the Handicapped (3-year terms), Community Development Authority (4-year terms), Commission on Equal Opportunity (5-year terms), Fire & Police Commission (5-year terms), Industrial Development Commission (3-year terms), Landmarks Commission (3-year terms), Library Board (3-year terms), Park and Recreation Board (3-year terms), Plan & Architectural Review Commission (3-year terms), or others as designated by the Common Council.

PROCEDURE:

All vacancies shall be announced in the official newspaper and posted prior to appointment.

A standard application form shall be distributed by the City Clerk for use by all applicants, including incumbents who wish to be reappointed.

Unless otherwise specified by City ordinance, all applicants shall have resided within the City for at least one year.

Unless otherwise specified by City Ordinance, no member of any board or commission shall serve more than two consecutive 5-year terms or two consecutive 4-year terms or three consecutive 3-year terms as applicable for that board of commission. An incumbent may continue to serve beyond this period, until their replacement has been duly appointed. An appointment to fill a partial term shall not count in the limits specified above.

Unless otherwise specified by City Ordinance, an individual who has been replaced as a result of the maximum service limits shall be eligible for reappointment after they have been off the board or commission for a minimum of one term.

MEETING PARTICIPATION. To ensure that voting members are well versed in the issues facing the Board or Commission, regular attendance is mandatory. In the event that a member fails to attend three consecutive, regular meetings or fails to attend at least $\frac{3}{4}$ of the regular meetings during the preceding twelve months, the Board may request that the City Council select another individual to serve out the member's term.

TO APPLY FOR A BOARD OR COMMISSION, PLEASE COMPLETE THE CITIZEN SERVICE INTEREST FORM [CITIZEN SERVICE INFORMATION FORM](#) . Please submit your completed form to the City Clerk, 312 W. Whitewater Street, P.O. Box 178, Whitewater, WI 53190. Please contact Clerk Michele Smith at 262-473-0102 or msmith@whitewater-wi.gov with any questions.