

ATTACHMENT 3

CITY COUNCIL POLICY: APPOINTMENT OF COMMISSION MEMBERS

Revised: January 7, 2020

Introduction

The Lake Forest City Council appoints members to its boards and commissions pursuant to the Lake Forest Municipal Code.

Background

On April 3, 2018, the City Council adopted Ordinance No. 304, which amended chapter 2.06 of the Lake Forest Municipal Code to provide for “one-to-one” appointment of board and commission members by Councilmembers. Before Ordinance No. 304, board and commission members were appointed by a majority vote of the City Council. Under the “one-to-one” approach, each Councilmember appoints one member to each board and commission, and each board or commission member serves a term tied to that of the appointing Councilmember.

This policy provides a process for the City Clerk and Councilmembers to implement the one-to-one appointment approach and ensure a fair, open, and public appointment process within the 90-day timeframe prescribed by Lake Forest Municipal Code section 2.06.050.

1 Purpose.

The purpose of this policy is to implement the commission and board member appointment provisions of Lake Forest Municipal Code, chapter 2.06.

2 Applications and Recruitment.

2.1 Open Call.

2.1.1 Within five business days after the swearing in of a Councilmember or upon the occurrence of a vacancy on a board or commission, the City Clerk shall publish an open call for applications for consideration of an appointment(s) to the applicable board(s) or commission(s).

2.1.2 The call shall remain open for 30 days. If deemed necessary by the City Clerk to ensure a fair and public call for applications, the City Clerk may extend the call for a fixed and reasonable period after 30 days.

2.1.3 The call for applications must be open to the public. Any Councilmember may recruit or encourage individuals to apply during the call, but an individual need not be referred by a Councilmember to apply.

2.1.4 To avoid Brown Act violations, Councilmembers should not discuss or consult with each other about potential applicants.

2.2 Applications.

Qualified residents are encouraged to complete and submit an application to the City Clerk by the respective deadline. The City Clerk shall post all applications to the City website during the Councilmember Review period, following the close of the application submittal deadline.

2.3 City Clerk Review.

The City Clerk shall review each application to determine whether the application is complete and whether an applicant is qualified to serve on a board or commission.

- The qualifications to serve on a board or commission, pursuant to Lake Forest Municipal Code § 2.06.030 are as follow: a resident of the City,
- a registered to vote in the City, and

- not an officer or employee of the City.

If the applicant submits a complete application, but is *not* qualified at the time of submittal, the City Clerk shall inform the applicant of criteria that must be met in order to be considered for an appointment.

3 Review and Selection.

3.1 Transmission of Applications.

Within five business days after the close of the call for applications, the City Clerk shall transmit all complete applications to each appointing Councilmember.

3.2 Councilmember Review.

3.2.1 Once the call for applications is closed, Councilmembers may consider for appointments only those individuals with applications transmitted to Councilmembers by the Clerk.

3.2.2 Appointing Councilmembers may interview applicants in-person, via teleconference, or via video conference or may send applicants additional questions in writing. Councilmembers may also consider applicants without conducting interviews or further communication.

3.2.3 Councilmembers should note that any written communication with applicants may be discoverable under the Public Records Act

3.3 Selection.

3.3.1 An appointing Councilmember shall send written notification of his or her appointment selection to the City Clerk. Within 24 hours after the City Clerk receives such notification, the City Clerk shall notify all appointing Councilmembers that the applicant has been selected.

3.3.2 If an appointing Councilmember wishes to change his or her selection prior to the time appointments are placed on an agenda for consideration, the Councilmember must notify the City Clerk of the new selection as soon as possible. Within 24 hours after the City Clerk receives such notification, the City Clerk shall notify all appointing Councilmembers that a new applicant has been selected.

3.3.3 To avoid Brown Act violations, Councilmembers should not discuss or consult with each other about their selections.

3.4 Timing of Review and Section.

To ensure completion of the appointing process within the 90-day timeframe for appointments (LFMC, § 2.06.050), appointing Councilmembers' review and selection should be completed within 30 days of the City Clerk's transmission of the completed applications to the Councilmembers. If a Councilmember requires more than 30 days to complete their review and selection, the Councilmember should immediately notify the City Clerk.

4 Agenda and Appointment

4.1 Agenda.

Within 30 days, or other time period as deemed necessary by the City Clerk to meet the 90-day time frame for appointments (LFMC, § 2.06.050), after the City Clerk transmitted the applications to the appointing Councilmembers, the City Clerk shall place on the agenda for open session of a regular or special meeting the appointment(s) to a board or commission.

4.2 Appointment.

At the meeting, each appointing Councilmember shall announce his or her selection for appointment to a board or commission. The appointment must be ratified by one other Councilmember other than appointing Councilmember.

4.3 Term.

No person shall be eligible to serve as Commissioner on any one Commission for more than two (2) four (4) year terms. Said term limits begin with appointments made as a result of the 2020 General Election. Notwithstanding the foregoing, any person who is appointed for the balance of a four (4) year term, but who serves for less than four (4) years in that office, shall be eligible for appointment for two (2) consecutive four (4) year terms thereafter. Appointees are eligible to serve two (2) four (4) year terms on multiple Commissions.