



ROBERT M. GREEN

CITY OF CEDAR FALLS, IOWA
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 CEDAR FALLS, IOWA 50613
 319-273-8600
 FAX 319-268-5126

MEMORANDUM
 Office of the Mayor

FROM: Mayor Robert M. Green
TO: City Administrator
DATE: August 9, 2021
SUBJECT: Mayor's Appointment Process for City Boards and Commissions

1. **INTENT.** This memorandum provides a standardized appointment process for all boards and commissions, to ensure that candidates brought forward for approval are the citizens best qualified for appointment, without undue political influence in the selection process.

2. RESPONSIBILITIES.

a. *Selection Panel.* Each nomination process will be carried out by a Selection Panel comprised of four elected or appointed officials:

- (1) Council Member identified in Table 1 below (or Mayor Pro Tem as alternate)
- (2) Board or Commission Chair
- (3) Board or Commission Vice-Chair
- (4) City Administrator or Administrator's delegate (must be an appointed official)

Mayor Pro Tem	Public Works Committee Chair	Community Relations & Planning Committee Chair	Administration Committee Chair
Human Rights Commission	Board of Appeals	Art & Culture Board	Civil Service Commission
Planning & Zoning Commission	Board of Electrical Appeals	Board of Rental Housing Appeals	Community Center and Senior Services Board
	Board of Mechanical Appeals	Historic Preservation Commission	Health Trust Fund Board of Trustees
	Board of Plumbing Appeals	Housing Commission	Library Board of Trustees
	Parks & Recreation Commission	MET Transit Board	Board of Adjustment
	Utilities Board of Trustees	Visitors & Tourism Board	

TABLE 1: Council Member Assignments for Selection Panels

- b. ***Special Consideration for the Utilities Board of Trustees.*** The Selection Panel for the CFU Board will also include the CFU General Manager as a voting member, for a total of five members.
- c. ***Staff Liaison.*** The designated Staff Liaison for each Board or Commission will assist the Selection Panel in carrying out the nominating process described in Section 3 below. This liaison may provide input and recommendations to the Selection Panel, but shall not vote.

3. NOMINATING PROCESS.

- a. ***Submission of a General Application.*** Citizens interested in serving on a board or commission shall e-mail a completed General Application to boards@cedarfalls.com, or mail to City Hall, or hand-deliver to the City Hall Front Desk. Applications are welcome at any time, and will remain on file for five years.
- b. ***Completion of a Candidate Questionnaire.*** Upon the Mayor's notification that a vacancy will occur on a city Board or Commission, the Staff Liaison will provide a Candidate Questionnaire to all declared interested applicants (noted in 3.a. above).
- c. ***Selection Panel Review of Candidates.*** The Selection Panel will review all returned Candidate Questionnaires (along with their corresponding General Applications) and interview at least three candidates. The Selection Panel will then deliberate in order to provide a final rank-ordered list of nominees to the Mayor via memo (Enclosure 1).
- d. ***Mayor's Appointment.***
 - (1) The Mayor will normally meet in-person with the Proposed Nominee, as a final suitability check.
 - (2) The Mayor will personally contact the first and second alternate, to advise them of their non-selection, but also to advise each that they will be appointed (in turn) to the next open vacancies if they occur within two years.
 - (3) Should the Mayor deem the Proposed Nominee unsuitable, then the Mayor will normally interview and nominate the First and Second Alternate as necessary.
 - (4) The Mayor will provide the City Council with the appropriate appointment letter (Enclosure 2) for Council consent at the next regular City Council Meeting.

- 4. **GENERAL SELECTION CRITERIA.** In addition to the specific requirements of each board or commission, Selection Panels shall endeavor to use the following criteria to evaluate the suitability of candidates:

- a. ***Gender.*** The candidate must contribute to gender balancing in that board or commission, where a nearly equal number of men and women are desired in accordance with state law (Iowa Code 69.16A).
- b. ***Topical Knowledge.*** The candidate should have a general appreciation of the topics under consideration by that board or commission, or the ability to gain and use such knowledge. Candidates should ideally have attended past meetings of the applicable board or commission, for demonstrated familiarity with the subject matter.
- c. ***Absence of Pervasive Conflicts of Interest.*** While a certain level of topical knowledge is important for board service, ‘expert level’ familiarity is not necessary. In some cases, such a keen knowledge may come at a high cost; expertise and connections may pervasively cause potential conflicts of interest and lead to the public appearance of ‘the fox guarding the henhouse’. Such applicants should therefore be avoided to ensure public confidence in the city’s decision-making processes.
- d. ***Demographic Diversity.*** The candidate should help the board or commission to represent the demographics of the community.
- e. ***Diversity of Perspectives.*** The candidate should contribute to the board or commission’s diversity of thought and personality, where a wide range of worldviews and philosophies are necessary for effective decision-making. Political activities and affiliations / memberships (particularly party memberships) will not disqualify a candidate from selection, and may in fact be valuable for promoting group diversity and discussion.
- f. ***Communication Skills.*** The candidate should be able to appropriately express opinions, disagreement, and thoughtful questioning in a public setting. Dialogue surrounding a decision is as important as the decision itself; all board and commission members are expected to contribute to the deliberative process through open discussion.
- g. ***Understanding of Board Membership.*** The candidate should appreciate that members act solely as a deliberative body, and that members have no power or authority outside the confines of that board meeting. A candidate should not approach board service with an ‘axe to grind’ or preconceived agenda, but should be an open-minded critical thinker, with strong teamwork skills for overall group success. The candidate should also appreciate that city boards and commissions use basic parliamentary procedure (Robert’s Rules of Order) for effective decision-making.
- h. ***Demonstrated Character.*** Given a member’s status as a city official, the candidate should show strong character through generally high regard in the community and a demonstrated commitment to integrity, excellence, good judgment, professional excellence, and the consistent treatment of others with dignity and respect.

5. REAPPOINTMENT.

- a. If a current member desires reappointment, the Staff Liaison will normally prepare a draft Reappointment Memo for the Mayor's signature (Enclosure 3), noting the member's attendance record and observed engagement level during board meetings.
- b. The Mayor will normally reappoint existing board and commission members as a means to promote corporate knowledge and stability within the City government. Such reappointment is contingent on the member's satisfactory conduct as an appointed officer of the city.
- c. Interviews will not normally be conducted for re-appointments, except as required by the City Code of Ordinances.

6. TWENTY-YEAR SERVICE CONSIDERATION.

- a. Once a board member/commissioner has served on a single board for twenty continuous years, that member will not normally be reappointed for an additional term, except in very unusual circumstances. If such circumstances exist, they should be described in the Reappointment Memo to the City Council (Enclosure 3).
- b. A board member/commissioner finishing a term with more than twenty years of service will normally be recognized with the city's Distinguished Service Award.

7. CLOSE-INTERVAL APPOINTMENT. If an appointment is required within two years of the most recent appointment, the Mayor will normally interview and nominate the First Alternate and Second Alternate (in order) from the previous selection process (in compliance with gender balance requirements). This avoids needlessly duplicative work on the part of Selection Panels, but also highlights that all candidates brought forward as First Alternate or Second Alternate be fully qualified for service.

8. FUTURE CHANGES. The above process is intended to continually develop a diverse and experienced pool of citizen leaders for the long term decision-making needs of the City. Adjustments will continue to be made, as necessary, to ensure public confidence in the fairness and impartiality of this appointment process. Suggestions and feedback for process improvement are continually invited.

XC: City Council
City Clerk

Encl: (1) Selection Panel's Proposed Nominee Letter - Example Memo
(2) Mayor's Appointment Letter - Example Memo
(3) Mayor's Reappointment Letter - Example Memo

SELECTION PANEL'S PROPOSED NOMINEE LETTER - EXAMPLE MEMO



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220 CLAY STREET
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MEMORANDUM

TO: Mayor
FROM: Jane Smith, Staff Liaison
DATE: April 30, 2020
SUBJECT: Planning and Zoning Commission Proposed Nominee

1. After considering the Finalists for this appointment, the Selection Committee proposes the following Proposed Nominee and Alternates:
 - a. Frank, Sally (Proposed Nominee)
 - b. Charles, Aaron (First Alternate)
 - c. Hill, Marsha (Second Alternate)
2. Each Finalist's General Application and Candidate Questionnaire is attached for review.
3. The Search Committee requests that you interview the Proposed Nominee in time for consideration by the City Council at its next regular meeting.

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Encl: (1) Three Finalist General Applications and Candidate Questionnaires

Enclosure 1

MAYOR'S APPOINTMENT LETTER - EXAMPLE MEMO



MAYOR ROBERT M. GREEN

CITY OF CEDAR FALLS, IOWA
220 CLAY STREET
CEDAR FALLS, IOWA 50613
PHONE 319-273-8600
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www.cedarfalls.com

TO: City Council
FROM: Mayor Robert M. Green *Resolution*
DATE: May 1, 2020
SUBJECT: Nomination of Ms. Sally Frank for Planning and Zoning Commission Appointment
REF: Code of Ordinances, City of Cedar Falls §18-19: Planning and Zoning Commission

1. In accordance with the candidacy and qualification requirements of reference (a), I hereby nominate Ms. Sally Frank for appointment to the Planning and Zoning Commission for a term of five years, to end on June 1, 2025.
2. Ms. Frank's has been interviewed by the Search Committee (Mayor Pro Tem, Commission Chair, and Staff Liaison) and by me separately, and we have collectively determined her to be the most qualified citizen for this appointment; her General Application and Candidate Questionnaire are attached for your consideration.

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Encl: (1) Ms. Sally Frank – General Application and Candidate Questionnaire

Enclosure 2

MAYOR'S RE-APPOINTMENT LETTER - EXAMPLE MEMO



MAYOR ROBERT M. GREEN

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TO: City Council
FROM: Mayor Robert M. Green *Robert Green*
DATE: April 14, 2020
SUBJECT: Board of Rental Housing Appeals – Member Reappointment
REF: (a) Code of Ordinances, City of Cedar Falls §11-301: Board of Rental Housing Appeals

1. In accordance with the candidacy and qualification requirements of reference (a), I hereby nominate the following members of the Board of Rental Housing Appeals for reappointment, as their current terms expire on May 1, 2020.

- Mr. John Smith (Reappointment) – Term ends 5/1/2024
- Ms. Jane Doe (Reappointment) – Term ends 5/1/2024

2. The board service of these two nominees have been reviewed by Community Development staff; both members have had excellent attendance and have actively been contributing to the work of the Board; both have agreed to serve for an additional term if approved by the City Council.

3. Please contact me if you have any questions about the above nominations.

xc: City Administrator
Director of Community Development
Planning and Community Services Manager

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Enclosure 3