

Appointment Process

Prior to signing your acceptance letter please take a moment to carefully review the appointment process. Being aware of the steps involved will help you to be prepared as your appointment resolution progresses through the legislative cycle.

Legislation Introduced

- Upon receipt of your signed acceptance letter a resolution will be filed appointing you to fill a membership seat.

Rules Committee

- The Rules Committee is tasked with vetting all appointments. In order to facilitate the vetting process appointees are expected to reach out to Rules Committee members in case they have any questions prior to voting on your legislation.
- Appointees must appear at the Rules Committee meeting when their legislation is scheduled to be taken up for consideration. At the meeting, appointees are asked to introduce themselves and provide a brief statement about their background.

Confirmation

- After your legislation is voted out of the Rules Committee it will be confirmed by the full Council at one of the bi-monthly City Council meetings.
- Membership will become effective upon the Mayor's signing of your bill.

The Council realizes the commitment it requires to serve on the City's boards and commissions. Staff are on hand to provide you with contact information and a timeline specific to your legislation to assist you through the process.