



# TOWN OF FAIRFAX

## STAFF REPORT

**TO:** Mayor and Town Council

**FROM:** Garrett Toy, Town Manager *GT*  
Michele Gardner, Deputy Town Clerk

**DATE:** June 5, 2013

**SUBJECT:** Discuss/consider process for filling vacancies on boards and commissions

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### **RECOMMENDATION**

Provide staff with direction on the application/interview/appointment process.

### **DISCUSSION**

Given the number of interviews and appointments that the Council has conducted lately, staff wanted to discuss the Council's preference related to deadlines and the application process. Currently, when there is a vacancy on any board or commission, we post a Notice of Vacancy with a deadline of "until position is filled" and we accept applications up to the meeting at which interviews are scheduled.

From a staff perspective it would be helpful to set deadlines by which applicants must apply in order to be interviewed at a Council meeting. This would avoid situations where staff is getting applications to the Council at the last minute as an application was received after the agenda packet was distributed. A deadline would also provide the Council with more certainty as to who is applying for which vacancy as it would be limited to applications published as part of the agenda packet.

For the Planning Commission, with its greater responsibility, staff would suggest establishing an actual deadline for the applications which may encourage people to apply sooner. In addition, the Council may be able to have a larger pool of applicants to select from.

For the PARC and Volunteer Boards, the current practice is for them to recommend applicants to the Council for appointment. Currently, the Council only interviews the recommended applicant. We're not recommending any changes to this process.

### **FISCAL IMPACT**

None