



TOWN OF FAIRFAX

STAFF REPORT

August 7, 2013

TO: Mayor and Town Council

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

SUBJECT: Adopt policies for filling vacancies on boards, committees, commissions, and artist-in-residence

RECOMMENDATION

Provide staff direction on the policies for interviewing and making appointments to boards, committees, commissions, and artist-in-residence.

DISCUSSION

At the July 24, 2013 meeting, Council discussed the process by which it would like to conduct interviews and appointments for vacant seats on boards, committees and commissions. The Council directed staff to incorporate their comments into a policy and return to the Council for further discussion.

Attached are the proposed policies for interviews and appointments to Town Boards, Committees, and Commissions. It should be noted that more direction is needed regarding the selection process for the artist-in-residence . PARC will also be discussing the selection process for the artist-in-residence program at its next meeting.

FISCAL IMPACT

None

Council Interview and Appointment Process

Town Boards, Committees, and Commissions

- Applicants interested in applying for any vacancies on Town Boards, Commissions, and Committees (TBCC), with the exception of the Planning Commission, are required to attend at least one meeting of the specific TBCC prior to being interviewed and appointed by the Town Council. Applicants should inform staff which meeting of the specific TBCC they are planning to attend. Applicants should bring their application/resume to the meeting, where they will be informally interviewed by the TBCC. The TBCC may provide input to the Town Council regarding applicants. Input is not a recommendation, but rather the strengths and weaknesses of an applicant as well as the areas of expertise the TBCC is looking for in new member.
- Applications are due by 5:00pm Thursday of the week prior to the Council meeting in order to be interviewed at the Council meeting.
- If more than 3 applications are received for a TBCC vacancy, the respective TBCC should refer only the top three candidates to the Council for interviews. The Town will continue its policy of vacant TBCC seats being open until filled, with the exception of the Planning Commission.
- The Council at its discretion may fill vacancies with alternates already on the specific TBCC without interviewing new applicants.

Artist-in-Residence

One approach is for PARC to issue the RFP and interview applicants. If more the 3 applications are received, PARC would narrow the applicants down to the top 3 for interview and appointment by the Council. PARC would provide input to the Council on the strengths and weaknesses of the 3 applicants and the criteria by which a selection should be made.

Another approach is for PARC to interview applicants and make one recommendation to the Council to consider. A variation is for PARC to interview applicants and refer and rank the top 3 for Council to consider along with the criteria used to rank the applicants.

Planning Commission

- For the Planning Commission, with its greater responsibility, staff would establish a deadline for the applications which may encourage people to apply sooner and, thus, create a larger pool of applicants to select from.
- Applicants would be encouraged to attend a Planning Commission (PC) meeting to observe the proceedings. However, the Planning Commission would not informally interview applicants.
- If more than 2 applications for a vacancy are received, the Council may conduct an informal interview prior to the Council meeting and then make an appointment at the next Council meeting.