

## **RESOLUTION NO. R04-09 CMS**

### **A RESOLUTION ESTABLISHING A PROCEDURE FOR THE FILLING OF VACANCIES ON MUNICIPAL BOARDS AND COMMISSIONS**

**WHEREAS, vacancies on municipal Boards and Commissions periodically arise; and,**

**WHEREAS, Oberlin City Council desires to implement a procedure relative to the appointment of citizens to fill those vacancies that gives the widest public advance notice of those vacancies to potential candidates for those positions, encourages greater participation by Oberlin residents, and attempts to ensure that persons chosen to fill those vacancies are of the highest quality.**

**NOW, THEREFORE BE IT RESOLVED by the Council of the City of Oberlin, County of Lorain, State of Ohio, five-sevenths (5/7ths) of all members elected thereto concurring:**

**SECTION 1. That City Council hereby determines that the following general procedure shall apply to the process of filling vacancies on municipal Boards and Commissions that are subject to City Council appointment:**

- 1. Prior to City Council taking any action to fill a vacancy, the vacancy shall be advertised for a reasonable period of time. Advertising shall include, at a minimum, all of the following:**
  - a. Web-based advertising on the City of Oberlin website. An application shall be available online for an applicant to download.**
  - b. Cable television advertising, including through Oberlin Cable Co-Op, Inc.**
  - c. Newspaper announcement.**
  - d. Advertising posters, which shall be placed in common public places, including business establishments, not-for-profits, churches, mosques, synagogues, libraries, schools, student unions, recreation areas, and other areas of public gathering.**
  - e. E-mail announcements to Oberlin organizations.**

- f. All vacancies shall be timely announced to the public at City Council meetings.
  - g. For Board and Commission seats that expire in December, advertising for the forthcoming vacancy shall occur in October until the second week in November that year. For other vacancies, advertising shall occur as soon as possible after the vacancy occurs.
- 2. All applicants who desire to be considered for appointment to fill a vacancy on a City Board or Commission, including a Board or Commission member whose term is expiring and who desires reappointment, must complete an application and timely file it with the Clerk of Council.
  - a. Once the time for filing an application has closed, all applications are to be provided by the Clerk of Council to all members of the City Council.
  - b. Thereafter, unless there is only one application for the vacancy, City Council shall conduct an interview with each candidate, prior to making an appointment to fill the vacant seat. No interview need occur if there is only one applicant for the vacant seat, unless a majority of City Council vote otherwise.
  - c. For Board and Commission seats that expire in December, the City Council interviews with the applicants shall occur in late November and December of that year. For other vacancies the interviews will be scheduled as soon as possible after the period for filing applications has closed.
- 3. City Council will establish an ad hoc committee to work with Oberlin High School to seek a means to allow students of the high school who are not eighteen (18) years old to participate as non-voting members of City Boards and Commissions. Under-age high school students who reside in Oberlin but attend school elsewhere may also apply for such "youth member" positions. The ad hoc committee will also work with the high school to find means to encourage the students to

learn about and participate in the local government process, including City Boards and Commissions.

SECTION 2. It is hereby found and determined that all formal actions of this Council concerning or relating to the adoption of this Resolution were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 3. That this Resolution shall take effect at the earliest date allowed by law.

PASSED:      1<sup>st</sup> Reading –      July 12, 2004      *Effective in 30 days.*  
                  2<sup>nd</sup> Reading –  
                  3<sup>rd</sup> Reading –

ATTEST:

  
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CLERK OF COUNCIL

  
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CHAIR OF COUNCIL

POSTED: 7/13/2004

EFFECTIVE DATE: 8/13/2004