

## **Board Application & Appointment Process**

### Applications

- I. The Town of Hollywood Park is always accepting applications for the Town Boards. Anyone interested in serving must submit the [board application](#) in person or via email to the Administration Office.
- II. The board application must be completed and state which specific board you are interested in. If interested in serving on more than one board, please fill out more than one application. Applications may be accompanied with a resume.
- III. A list of Town boards and descriptions can be picked up at Town Hall or found [online](#).
- IV. Although applications can be submitted at any time, applications for full terms on the Deer Committee, Tree Advisory Board, Zoning Commission, Board of Adjustment, or Board of Appeals, must be submitted by April 30. Applications for full terms on the Economic Development Corporation (EDC) Board of Directors applications must be submitted by August 31.
- V. Application deadlines are set to be in time for staff to review/process applications and include the application(s) in Council agenda packets.
- VI. Completed and qualified applications are filed in the Administration Office.

### Advertising

- I. The Town utilizes Get Connected, Sparks, and social media to advertise to residents about current and upcoming board positions.
- II. The incumbent member of the board is also notified via email that their term is expiring. Incumbents have the same opportunity to reapply for their position.
- III. Incumbents and any resident wanting to stay informed of board vacancies shall subscribe to Get Connected and be mindful of communications about application deadlines.
- IV. If the application deadline passes and no applications are received, the vacancy remains, and the position is readvertised with a revised deadline. The incumbent board member continues to serve (as long as they are qualified) until a replacement is appointed.

### Regular Vacancies

- I. Staff anticipates when board terms end and will advertise for upcoming openings.
- II. All board members with terms ending soon are included in the anticipation of upcoming vacancies, whether or not they wish to continue to serve, and are emailed about the ending term and asked to apply by a deadline.
- III. Anyone interested in serving on a board, including incumbent members, must submit the [board application](#) in person or via email to the Administration Office by the specified deadline.
- IV. All qualified applications received by the deadline will be taken to Mayor/Council for review and appointment. The EDC Board will be given the opportunity to make recommendation(s) to City Council from the applicants that meet the deadline requirement.

### Mid-term Vacancies

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- I. Vacancies happen during a board member's term due to resignations, attendance, removal, etc.
- II. When there is a mid-term vacancy, existing applications on file will be taken to Mayor/City Council for review and appointment.
  - A. Example 1: John Doe resigns from the EDC with a year left in his term. The City Secretary puts an item on a City Council agenda to appoint an applicant to the EDC. The City Secretary will provide applications to the EDC Board for their recommendation and then the City Council for their selection. The applicant selected to serve on the EDC will serve the remainder of the term.
  - B. Example 2: Jane Doe moves out of Hollywood Park and thereby vacates her seat and the remainder of her term on the Deer Committee. The City Secretary will take existing applications to the corresponding Councilmember for an appointment to be made for the vacancy. The applicant selected will serve the remainder of the term.
- III. City Council is encouraged to consider the recommendation(s) from the board(s) when feasible.
- IV. Time may be given to allow for newly interested residents to apply for a mid-term vacancy if there is enough time to advertise, receive, and bring applications to Council.

### Council Appointment Processes

- I. Deer Committee
  - Per [ordinance](#), each Councilmember selects two residents to serve for two-year terms. Council action is not required.
- II. Tree Advisory Board
  - Per [ordinance](#), members are appointed by City Council for two-year terms.
- III. Economic Development Corporation Board of Directors
  - Per EDC bylaws, EDC members are appointed by City Council for two-year terms. EDC terms expire September 30 of each year.
- IV. Zoning Commission, Board of Appeals, and Board of Adjustment
  - Per ordinance, the Mayor appoints residents to these boards for two-year terms and the City Council confirms these appointments.
- V. Applicants (and City Council) are informed of when the Council (and EDC) will be making selections for the board they applied for.
  - Attendance at the Council meeting is not required for board applicants, nor are they required to speak, but all applicants are advised and invited to any meeting in which their application may be considered.

### Post-Appointment

- I. Once an appointment is made, the application is filed in the corresponding board folder. Unsuccessful applicants may keep their application active.
- II. The current board roster spreadsheet is updated with new member information.
- III. The new member is contacted via email about their appointment, their term, Open Meetings, meeting dates, training opportunities, attendance requirements, subscribed to Get Connected, oath of office, Ethics Ordinance, etc.

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- IV. All board members are responsible for informing City Administration about changes in address, phone number, and/or email address.
- V. EDC Board members will be given a City-provided email address and must use it only for EDC business.
- VI. Resignations must be in writing and submitted to the City Secretary or the board's chair.

### **Not Appointed**

- I. If not appointed, applicants are emailed and asked if they want TOHP to keep application active.