



Unified Board & Committee Appointment Policy

1. Purpose and Applicability

- a. This policy is intended to provide standardization of City board and committee vacancy appointments. Such standardization is intended to promote transparency of process, thereby increasing transparency of governance. These policies also seek to bring a higher level of accessibility to potential candidates throughout the City.
- b. The provisions of this policy shall apply unless otherwise indicated by any provision of the McMinnville Municipal Code or any Federal or State of Oregon laws.
- c. This policy applies specifically to City-Council-appointed seats on boards, commissions, and committees, which will all be referred to in this policy as “committees.” It does not apply to Project Advisory Committees or any liaison seats on any committee, whether City-Council-appointed or not.

2. Vacancy and Advertisement

- a. Vacant seats should not be allowed to remain vacant. Rather, such vacancies should be communicated and advertised, as per this policy, as soon as reasonably possible following such vacancy or notice to City staff of pending vacancy.
- b. Vacancies should be posted on both the City’s Boards and Comissions webpage and any City-approved community engagement platform for at least 30 days before interviews take place. Deadlines can be extended up to another 30 days at staff’s or the relevant committee’s discretion, particularly in the event of having received too few applications.
- c. During the posted vacancy period, advertisements should be placed, in both English and Spanish, in the local newspaper and all approved City social media channels. Staff are encouraged to further advertise on any identified partner-agency networks or to other relevant groups or message boards.
- d. Advertisements should include the nature of the vacancy, any specific parameters for the vacancy (i.e., ward resident, business/property owner, UGB resident, etc.), term of the vacant seat, link to the application, and staff contact for questions or information.



3. Application

- a. Applications should be available as fillable PDF, online form, and by paper at the library.
- b. All applicants should be contacted within a week of the original application deadline date to either schedule interviews, notify of an extended deadline, or explain that the application has not met relevant minimum requirements.

4. Interview

- a. All applicants must be offered an interview, except those who failed to meet statutory or advertised minimum requirements.
- b. Interviews should be scheduled at least two weeks after contact with applicant under paragraph 3.b. Applicants should be allowed to interview via videoconference, teleconference, or in person. Rescheduling interviews is entirely at staff's discretion, and depending on interviewer availability.
- c. Interview panels should include, as scheduling allows, the board or commission's staff liaison or a designee, the committee's City Council Liaison, and one sitting committee member. City Council leadership (the Mayor or Council President) should be included as available.
- d. Interview questions should be standard across all interviews for a particular vacancy. Such questions should be approved by the relevant committee.
- e. Interview scoring should be consistent across all interviews for a particular vacancy. Such rubric or weighting of categories should be approved by the relevant committee. All committees are encouraged to include "Diversity of Experience or Expertise" as a weighted category among such scoring.

5. Appointment/Onboarding

- a. Appointments should be recommended to the City Council at the first practicable regular meeting following interviews.
- b. Staff onboarding of new committee members should occur as soon as practicable following their appointment. Onboarding should include orientation to the functions



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and procedures of the committee, as well as basic information regarding public meetings law, public records, and rules of order. New members should also be given, or directed to, any relevant enabling legislation or bylaws.