

Recruitment, Selection, Appointment, and  
Confirmation of Board and Commission  
Members

Mayor

400

406

1-2

01/26/09

1.0 PURPOSE:

To describe the procedures to be followed by the Mayor and Common Council for the recruitment, selection, appointment, and confirmation of board and commission members.

2.0 ORGANIZATIONS AFFECTED:

This policy applies to all City of West Allis board and commission applicants appointed by the Mayor and confirmed by the Common Council.

3.0 POLICY:

It is the policy of the City of West Allis to follow a uniform set of procedures when a Board or Commission position is recruited, selected, appointed by the Mayor, and confirmed by the Common Council.

4.0 REFERENCES:

Wisconsin Statutes Sections 62.09(1) through (4) and (8), 62.13(1) and 66.0501.

5.0 PROCEDURES:

5.1 RESPONSIBILITY

5.1.1 It shall be the responsibility of the Mayor, Advisory Committee and Common Council to cooperate in a partnership for the appointment, and confirmation of board and commission members pursuant to the procedures in Sections 5.2 below.

5.2 GENERAL PROCEDURES

5.2.1 The Mayor shall conduct the initial phase of the recruitment, including advertising, solicitation, receipt of applications, and related administrative processing as the Mayor, in his/her sole discretion, shall deem appropriate.

5.2.2 The Mayor shall, in his/her sole discretion, nominate a candidate for the vacant board or commission position.

- 5.2.3 The Common Council shall refer said nomination to the Advisory Committee for review and recommendation as set forth below.
- 5.2.4 The City Administrative Officer, on behalf of the Mayor and Advisory Committee, may, at the direction of the Advisory Committee, conduct background, credential, and reference checks. The City Administrative Officer shall report the results of any such checks to the Mayor and Advisory Committee.
- 5.2.5 After completion of the background check, if any, the Advisory Committee may conduct an interview or interviews of the nominee and shall then vote on whether to approve the Mayor's nomination.
- 5.2.6 Upon vote of the Advisory Committee, the Mayor's nomination shall be submitted to the Common Council.
- 5.2.7 The Common Council shall vote on the question of whether to approve the Mayor's recommended candidate. Upon the requisite affirmative vote, the person so nominated shall, upon taking the oath of office, hold the office to which he/she was appointed.