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53.



City of West Allis Matter Summary

7525 W. Greenfield Ave.
West Allis, WI 53214

File Number	Title	Status
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R-2009-0034 Resolution In Committee

Resolution Relative to Adopting a New Policy for Inclusion in the City's Policies & Procedures Manual Relative to the Recruitment, Selection, Appointment and Confirmation of Board and Commission Members.

Introduced: 2/3/2009

Controlling Body: Advisory Committee

Sponsor(s): Rosalie L. Reinke

~~ADOPT~~ PDF

COMMITTEE RECOMMENDATION

ACTION DATE:

FEB 17 2009

MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
		Barczak				
		Czaplewski				
		Kopplin	✓			
		Lajsic				
	✓	Narlock				
		Reinke	✓			
		Roadt	✓			
		Sengstock				
✓		Vitale	✓			
		Weigel				
TOTAL			5			

SIGNATURE OF COMMITTEE MEMBER

Rosalie L. Reinke

Chair

Vice-Chair

Member

COMMON COUNCIL ACTION

place on file

ACTION DATE:

2/17/09

MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
		Barczak	✓			
		Czaplewski	✓			
		Kopplin	✓			
		Lajsic	✓			
		Narlock	✓			
✓		Reinke	✓			
		Roadt	✓			
		Sengstock	✓			
	✓	Vitale	✓			
		Weigel	✓			
TOTAL			10	1		



City of West Allis

7525 W. Greenfield Ave.
West Allis, WI 53214

Resolution

File Number: R-2009-0034

Final Action:

Sponsor(s): Rosalie L. Reinke

Resolution Relative to Adopting a New Policy for Inclusion in the City's Policies & Procedures Manual Relative to the Recruitment, Selection, Appointment and Confirmation of Board and Commission Members.

WHEREAS, the City has developed a new policy relative to the recruitment, selection, appointment and confirmation for board and commission applicants appointed by the Mayor and confirmed by the Common Council; and,

WHEREAS, said policy shall be applicable to all board and commission members; and,

WHEREAS, the policy was never previously adopted for inclusion in the City's Policies and Procedures Manual; and,

WHEREAS, it is beneficial to implement this policy to specify procedures to be followed in regard to this matter and include it in the City's Policies and Procedures Manual; and,

WHEREAS, this procedure has been prepared, reviewed and recommended by the Mayor, City Attorney, City Administrative Officer, Clerk/Treasurer and Human Resources.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of West Allis that the attached policy be and is hereby approved for inclusion in the City's Policies and Procedures Manual.

BE IT FURTHER RESOLVED that the City Administrative Officer, Clerk/Treasurer is authorized and directed to include this policy in the City's Policies & Procedures Manual and distribute said policy to all boards and commissions.

ATTR-Create Policy No 406-P&P Manual-Bd&CommMembers

ADOPTED

Paul M. Zullo, Mayor

APPROVED

Paul M. Zullo, Mayor

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.

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