

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION CREATING A SUBCOMMITTEE TO RECOMMEND APPOINTMENTS TO VARIOUS BOARDS, COMMISSIONS, AND COMMITTEES, INCLUDING AD-HOC COMMITTEES AS DEFINED BY TITLE 2, CHAPTER 10, AND CITY ADMINISTRATIVE BOARDS AS DEFINED BY TITLE 2, CHAPTER 11;**

**WHEREAS**, Title 2, Chapter 10 of the Muscatine City Code permits City Council to create committees for specific purposes to help City Council fulfill its duties;

**WHEREAS**, the City of Muscatine City Council is charged with making appointments to various Boards, Commissions, and Committees, including Ad-Hoc Committees as defined by Title 2, Chapter 10, and City Administrative Boards as defined by Title 2, Chapter 11;

**WHEREAS**, the Council desires to bring more transparency to its appointment process, to ensure the fairness of the process, and to ensure that the vacancies are being filled with qualified persons who are capable of contributing meaningfully to the organization which the person is ultimately appointed to;

**WHEREAS**, a Nominating Committee can help the City Council achieve these goals;

**NOW, THEREFORE, BE IT RESOLVED**, the Muscatine City Council hereby establishes a four (4) person subcommittee, which shall be named the Nominating Committee, to review vacancies occurring on Boards, Commissions, and Committees, including Ad-Hoc Committees as defined by Title 2, Chapter 10, and City Administrative Boards as defined by Title 2, Chapter 11, and to make recommendations to fill such vacancies to the Council as a whole in advance of its January organizational meeting or as otherwise requested to do so by City Council.

**BE IT FURTHER RESOLVED**, said subcommittee shall be comprised of four (4) persons, as follows:

- 1) Two City Council Representatives who shall serve staggered terms for a period of two years. Such representatives shall be appointed by a majority vote of Council. In the first round of appointments, one member shall be appointed for a term of one year, and the other shall be appointed for a term of two years. Each appointment thereafter shall be for a term of two years;
- 2) The Mayor;
- 3) The City Administrator or his or her designee.

**BE IT FURTHER RESOLVED**, the Nominating Committee shall follow the following procedures:

- 1) Three members must be present to have quorum;
- 2) No later than thirty days before the end of each calendar year, the Committee shall obtain from the City Clerk an alphabetical listing of all Boards, Commissions, or Committees,

including Ad-Hoc Committees as defined by Title 2, Chapter 10, and City Administrative Boards as defined by Title 2, Chapter 11, expiring within the next calendar year.

- 3) The Nominating Committee shall review upcoming vacancies on Boards, Commissions, and Committees, including Ad-Hoc Committees as defined by Title 2, Chapter 10, and City Administrative Boards as defined by Title 2, Chapter 11, and determine the needs of the Board or Committee, as the case may be, and the qualifications needed to fill such vacancies.
- 4) The Nominating Committee shall review all applications to fill such vacancies and may conduct any necessary interviews with individual applicants. If applications are not required and none have been submitted for a particular vacancy, the Committee may, following a majority vote, solicit applications from persons they wish to consider for that vacancy.
- 5) The Nominating Committee will create a slate of one candidate for each open position, but if the committee cannot establish a majority in favor of a candidate for an open position, it may put forward two or more names for that position. If a majority vote is received for one candidate, only that candidate shall be presented to the full Council.
- 6) The Nominating Committee will present the slate to the full Council at its January Organizational meeting, or as otherwise directed by City Council, where the Council may adopt the slate as presented or any Council member may nominate a candidate from the floor for any position;
- 7) In the event that a vacancy occurs by resignation, death, termination of service, or other unscheduled reasons, the City Clerk shall forward notice of the vacancy to the Nominating Committee. The Nominating Committee shall meet as soon as is practicable following receipt of notice from the Clerk to create a slate of candidate(s) for the unscheduled vacancy. The selection procedures for filling unscheduled vacancies shall be the same as those established for scheduled vacancies. After a slate of candidates is created, it shall be promptly forwarded to the City Clerk for inclusion on the Agenda at the next Council meeting.

PASSED, APPROVED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

CITY COUNCIL OF THE CITY OF  
MUSCATINE IOWA

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DIANA L. BRODERSON  
CITY OF MUSCATINE, IA

ATTEST:

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GREGG MANDSAGER, CITY CLERK  
CITY OF MUSCATINE