

Corporate Policy and Procedure



Policy	City Council Appointment Procedures
Category	Corporate
Authority	City Clerk's Office
Related Policies	None
Approved By	City Council
Effective Date	Monday, November-23-2020
Revision Date	

Purpose

The purpose of the City Council Appointment Procedures is to provide procedures to govern the appointment of members of City Council to agencies, boards, committees or other bodies.

Definitions

None.

City Council Appointment Procedures

The City Clerk, or designate, shall be responsible for interpreting and where appropriate, facilitating the City Council appointment process. The City Clerk has the authority to make minor technical amendments to this procedure as may be required from time to time.

1. At the City Council appointment meeting, the following shall take place:
 - a. The chair shall make a short statement of the purpose of the meeting and the general order of proceedings to be followed.
 - b. The chair shall introduce the specific appointment being considered and indicate the number of candidates for the position.
 - c. The chair shall afford each of the candidates the opportunity to address City Council for a period of not more than two minutes to say a few words regarding why they are seeking appointment. The order of speaking will be determined by alphabetic order of last name.

- d. Each Member of City Council not being considered for the particular appointment will be allowed no more than one question to each candidate.
- e. If more than one candidate is seeking appointment, upon hearing all of the submissions of the candidates, City Council will proceed to vote as follows:
 - i. Members of Council will vote by way of public vote.
 - ii. Members of Council will only vote for one candidate.
 - iii. A separate vote, by a raise of hands, will be taken for each candidate, in alphabetic order of last name.
 - iv. If a candidate in the first round of voting has received a majority of the votes, no further votes will take place for the remaining candidates.
 - v. If, after one round of voting, no candidate has received a majority of the votes, the candidate or candidates who received the fewest number of votes shall be excluded from consideration.
 - vi. Voting will continue in rounds, more than once if necessary, until one candidate has received the majority of votes.
 - vii. Once the voting has been completed and there is a candidate with a majority of votes, the chair will ask for a motion to appoint the candidate and the vote will be recorded.
- f. If there is only one candidate placing their name forward to fill the position, the following process will be followed:
 - i. The chair shall afford the candidate the opportunity to address City Council for a period of not more than two minutes to say a few words regarding why they are seeking appointment.
 - ii. Each Member of City Council not being considered for the particular appointment will be allowed no more than one question to the candidate.
 - iii. The chair will ask for a motion from the floor to appoint the candidate and the vote will be recorded.
 - iv. If the motion is carried, the position will be filled.
 - v. If the motion is defeated, the chair will entertain further motions from the floor until a successful candidate is appointed.