



**POLICY 105**  
**ESTABLISHING PROCEDURES FOR APPOINTMENTS**  
**TO CITY BOARDS & COMMISSIONS**

Adopted: February 21, 2012 (Rev. 2/23/17)

**I. General Policy Statement & Objective**

The purpose of this policy is to establish procedures for appointments to City Boards and Commissions by providing an open, accessible appointment process, which invites all interested parties to become involved in city government. It is the Council's desire to engage full participation in the development and implementation of the policies of the City of Bemidji.

**II. General Guidelines**

The Boards and Commissions of the City of Bemidji are voluntary advisory bodies to the City Council, charged with the responsibility of researching, reviewing and making recommendations to the City Council.

**III. Guidelines for Advertising**

- Annually, the City Clerk shall advertise for applications to Boards or Commissions during the month of November, providing for a minimum of thirty days for the submittal of applications.
- Additionally, the City Clerk shall advertise for vacancies created by resignations which will be done upon acceptance of a resignation or declaration of a vacancy.
- Advertisements shall be placed in the official newspaper of the City of Bemidji, City's website, City Hall bulletin board, Weekly Newsletter and City's cable channel.
- A deadline for submittal of applications shall be set out in the advertisement.

**IV. Application Process**

All parties interested in being appointed or re-appointed to a Board or Commission must complete an application provided by the City of Bemidji for each respective Board or Commission to which they are applying and submit the application to the City Clerk. Incomplete applications will not be accepted.

Applicants must provide information within the application which includes, but is not limited to: Full Name, Home Address, Contact Phone Numbers and e-mail address (if available), a Statement of Interest, qualifying education and experience, description of professional/civic/community activities which are relevant in qualifying to serve on a particular board or commission, availability to attend meetings and fulfill responsibilities of appointment to board/commission. References are optional.

**V. Appointment Process**

Appointments shall be made annually by the Mayor at one of the regular meetings in January. Appointments shall be confirmed by majority vote of the City Council. In the event that there are more applicants than vacancies, at his discretion, the Mayor may direct the Public Affairs Committee or a Special Committee appointed by the City Council to interview interested applicants.

**VI. Residency Requirements**

It is declared by the City Council that a requirement of City residency for all boards and commissions is in the best interest of the City and it has been determined that residency is a requirement except as listed below, per enabling statute, ordinance, resolution or by-laws:

Charter Commission	Qualified voter required. No member of the City Council may serve on the Charter Commission. Appointment by District Court Judge.
Heritage Preservation Commission	Members must have demonstrated an interest in the historical, cultural or architectural development of the City and at least two members shall be preservation-related professionals, if available in the community. Per Minnesota Statute 471.193, the Commission must include a member from the Beltrami County Historical Society, if available.
Housing Appeals Board	Make up of this Board is as follow: 2 contractors, 2 homeowners, 1 landlord, 1 tenant.
Housing & Redevelopment Authority	City residency required by Minnesota Statute 469.003. Plus a tenant appointed on an annual basis.
Library Board	One non-City resident may be appointed per Minnesota Statute 134.09. Members can serve up to three consecutive, three year terms.
Merit Hearing Board	City residency required.
Joint Planning Commission (For City held positions)	City residency required. The City Council makes recommendations for appointment to the Greater Bemidji Joint Planning Board.
Parks & Trails Commission	City residency required.
Public Arts Commission	Two non-City resident may be appointed per the City Code.

**VII. Terms**

Length of terms shall be as outlined in each respective board or commission enabling statute, ordinance, resolution or bylaws.

**VIII. Vacancies/Resignations**

Refer to City Code.