CITY OF APPLE VALLEY
RESOLUTION NO. 1997-165

A RESOLUTION ESTABLISHING A PROCEDURE FOR
APPOINTMENT TO FILL POSITIONS ON COMMISSIONS AND COMMITTEES

WHEREAS, the City Council has established advisory commissions and committees whose members are appointed by the Council and any vacancies during a term are also filled by Council appointment, and

WHEREAS, the City Council desires to establish a written procedure by which to make such appointments, and

WHEREAS, this procedure will be used as a preliminary process and not a binding Council action; further Council action, by motion, will be necessary to appoint candidates for the positions.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Apple Valley, Dakota County, Minnesota, that the following procedure will be used to reduce the number of candidates considered by the Council in making appointments to advisory commissions and committees and to fill any vacancies thereon:

1. The Mayor will call for nominations for a position or positions from the Councilmembers.

2. A nominee may decline the nomination at any point up to the time that nominations are closed.

3. When no further nominations are offered, the Mayor will close nominations.

4. If the number of nominations is equal to the number of positions to be filled, a motion to make the appointment shall be in order. The motion shall be in the form of: "I move to appoint _____ to the position of _____."
Vote shall be by roll call with the Mayor casting the first vote and the Council alternating from right to left of the Mayor, starting with the member to the right of the Mayor.

5. If the number of nominations is greater than the number of positions to be filled, a written roster will be prepared listing the nominees and the Council shall proceed in the following manner:

   a) On the first round, and any subsequent rounds, each Councilmember shall, in writing, select that certain number of names which is one less than the total number of the names appearing.

b) After the City Clerk has received the selection from each Councilmember, the City Clerk shall record the selection and announce the remaining names.

c) Any name or names not having been selected by more than two of the Councilmembers shall be stricken by the City Clerk from the succeeding round and shall no longer appear as a name(s) to be considered by the Council; except that, if after selection by the Council there results a tie between or among all the names appearing on the round, the Council, in writing shall again select until one or more names have been stricken; provided, however, that if such a situation exists, the Council shall not reselect more than three times. In such a situation, the process shall end. Otherwise, the process shall end when only one name remains.

d) After the process has ended, a motion to make the appointment shall be in order. The motion shall be in the form of: "I move to appoint _____ to the position of _____." Vote shall be by roll call with the Mayor casting the first vote and the Council alternating from right to left of the Mayor, starting with the member to the right of the Mayor.

ADOPTED this 10th day of July, 1997.

/s/ Gary L. Humphrey_____
Gary L. Humphrey, Mayor

ATTEST:

/s/ Mary E. Mueller_____
Mary E. Mueller, City Clerk