

**ORDINANCE NO. ____ SUPPLEMENTAL
ESTABLISHING A STAMFORD APPOINTMENTS COMMISSION**

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF STAMFORD THAT:

Chapter 6 (Authorities, Boards and Commissions) of the City of Stamford Code of Ordinance be appended as follows:

ARTICLE XVII. - STAMFORD APPOINTMENTS COMMISSION

Sec. 6-121. – Creation of the Stamford Appointments Commission.

There is hereby created an Appointments Commission (hereinafter referred to as the “Commission”) to facilitate and clarify the appointments process to City boards and commissions for City residents.

Sec. 6-122. – Membership of the Commission.

The Commission shall consist of seven (7) voting members appointed by the Mayor and approved by the Board of Representatives. No more than three (3) members shall be from any one political party. The members must be residents of the City of Stamford. Initially, two (2) members of the Commission shall be appointed for one (1) year; two (2) members shall be appointed for two (2) years; and three (3) members shall be appointed for three (3) years. Thereafter, each appointment shall be for a term of three (3) years unless a member is appointed to fill a vacancy on the Commission. Any member may be removed by the Mayor for the failure to attend three (3) or more meetings of the Commission, without reasonable excuse, within a calendar year. The Commission shall also include the following ex officio members who may fully participate in meetings of the Commission, but without being counted towards quorum requirements and without the right to vote:

- A. The Mayor or the Mayor’s designee;
- B. Two members of the Board of Representatives, no more than one from any political party, appointed by the President of the Board of Representatives.

Sec. 6-123. - Duties and responsibilities.

The purpose of the Commission shall be to facilitate the appointment process to City boards and commissions by supporting the sourcing, recruiting, and screening of appointment candidates. It shall serve as an information center and focal point in the City for opportunities and vacancies on City boards and commissions. The Commission shall have the following duties and responsibilities:

- A. Encourage, sponsor and/or conduct volunteer recruitment efforts to advance awareness of, and interest in City board and commission volunteer positions with a focus on locating qualified candidates who proportionately represent the demographics, political affiliation, and geographical residency of the residents of City of Stamford. The Commission may perform these acts alone, or in collaboration with public and/or private agencies;
- B. Submit a quarterly report to the Office of the Mayor and the Board of Representatives outlining position vacancies and the term status of each individual board and commission member, including such member’s political affiliation, municipal district, and any other demographic information the Commission deems necessary or informative. The Commission shall seek guidance from the office of Corporation Counsel as to what information is appropriate to include in this report;

- C. Provide a public participation session not less than once per calendar quarter during which residents of the City of Stamford may inquire about or seek and share information related to the appointment opportunities and processes for the City's boards and commissions;
- D. Serve as a screening committee to vet, interview and recommend prospective qualified candidates and report to the Office of the Mayor to inform the appointment process;
- E. Create and maintain a webpage on the City of Stamford website to provide transparency as to position vacancies and the term status of each individual board and commission member.
- F. Develop guidelines, informational resources, and procedures for residents of the City of Stamford to apply for board and commission positions regardless of vacancy status.

Sec. 6-124. - Meetings and leadership.

- A. At the first meeting of the Commission, the members shall elect a temporary chair, vice-chair and secretary who shall serve until the election of a permanent chair, vice-chair and secretary. Thereafter, at the first meeting of the Commission each calendar year, the members shall elect a chair, vice-chair, and secretary.
 - i. The chair shall be responsible for running the meetings of the Commission, establishing a meeting schedule, and appointing members to any subcommittee(s) established by the Commission.
 - ii. The vice-chair shall be responsible for the coordination of information for the Appointments calendar to be accessible through the City's website and shall coordinate communication with the Office of the Mayor. The vice-chair shall also chair any meeting in the event of absence of the chair.
 - iii. The secretary shall be responsible for scheduling the meetings and arranging for the videotaping of all meetings of the Commission as well as for the preparation and dissemination of the minutes of the meeting in accordance with State statutes and local ordinances.
- B. The Commission shall schedule meetings as needed, but not less than once per calendar quarter.
- C. The Office of the Mayor shall provide administrative support to the Commission.