

MEMORANDUM

TO: Honorable Members of the Board of Aldermen
FROM: Annie Connor, Legislative Liaison, Mayor's Office
RE: Establishment of an Appointments Advisory Committee
DATE: January 11, 2018

In the coming months, the Mayor will be establishing an Appointments Advisory Committee (AAC). The purpose of this committee is to make recommendations to the Mayor for individuals to fill vacant Mayor-appointed positions on boards and commissions with regulatory or decision-making authority.

It is anticipated that the AAC will consist of three members. The city will put out a call for residents to apply and the Administration will select two residents from this applicant pool to serve on the AAC. The Mayor will also ask the President of the Board of Aldermen to select a third member from the list of applicants.

Once established, the AAC will be tasked with reviewing applications for certain vacant board and commission seats. At the close of the application period for such a seat, all applications will be sent to the AAC for review of each applicant's eligibility and qualifications for the board or commission seat in question. Where necessary, the AAC will be able to schedule interviews with applicants. The AAC will then send their recommendation to the Mayor who will make the final selection and submit it to the Board for confirmation, as required.

Please feel free to contact me with any questions.