

THE FOLLOWING RESOLUTION WAS SPONSORED BY COUNCIL MEMBER STRONG-THOMPSON; MOTIONED FOR ADOPTION BY COUNCIL MEMBER _____ AND SECONDED FOR ADOPTION BY COUNCIL MEMBER _____.

RESOLUTION NO. 26-08

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANDEVILLE ESTABLISHING A FORMAL, MULTI-STAGE PROCESS FOR APPOINTMENTS AND TERM RENEWAL APPOINTMENTS TO BOARDS AND COMMISSIONS TO ENSURE FULL REVIEW OF ALL APPLICANTS.

WHEREAS, the City Council currently utilizes various informal methods for appointments and term renewal appointments which has historically resulted in an inconsistent review of applicant resumes; and

WHEREAS, it is the intent of the City Council to ensure that every resident who applies for a commission seat receives a thorough and equitable evaluation of their qualifications in compliance with open meetings laws; and

WHEREAS, the City Council desires to adopt a deliberative model—similar to that currently used by several City commissions—whereby a dedicated meeting is held for discussion prior to any final action; and

WHEREAS, the City Council seeks to eliminate the "first to nominate" bias, ensuring that the first name placed into nomination does not preclude the consideration of other highly qualified candidates; and

WHEREAS, the City Council desires that the process for consideration of an appointee being chosen for a term renewal be required to engage in the full nomination process utilized for new appointments as a means to ensure the applicant has maintained the requirements for appointment as outlined in Section 1 herein and that the applicant secures nomination and majority vote as set forth herein.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MANDEVILLE, that for any appointments and term renewal appointments to boards and commissions that are within the responsibility of the City Council the following process be utilized:

SECTION 1: THE CALL FOR APPLICATIONS

1. The City Council shall announce at a public meeting that the City Council is seeking resumes for an appointment or term renewal appointment on behalf of the entire Council. In the event there are multiple appointments to be made, the City Council will advise of each appointment by reference to the appointment position and specific term which shall be communicated in the announcement.

2. The Council Clerk shall post the request for resumes on the City's website and on the front door of City Hall within 48 hours of notice of vacancy.
3. The Council Clerk shall publish the request for resumes in the City's Official Journal.
4. The City Council shall allow for a minimum of fourteen (14) business days from the public meeting when the call for resumes was announced, to receive all resumes from interested individuals. The Council Chairman shall set the closing date to receive all resumes.
5. Interested individuals shall submit resumes that include, at a minimum, the following information:
 - Specific position and term for consideration for appointment;
 - Length of time residing in the City of Mandeville
 - Career history
 - Relevant experience to the appointment
 - Statement as how the individual's career and other relevant experience positively impact the role of a commissioner.
 - Personal statement as to the individual's reason for seeking appointment as a commissioner,
6. No candidate for appointment or term renewal appointment will be considered without submission of a resume. By submitting a resume, any candidate for appointment as a commissioner expressly acknowledges that the resume is a public record from which only personal telephone numbers will be redacted.
7. Following the receipt of resumes, all Council Members will be provided with the names of every eligible applicant qualifying for the available appointment by reference to position(s) and term(s), which shall comprise the "Applicant Pool". Any Council Member may obtain the resume and application of anyone in the Applicant Pool and may conduct an interview(s) via phone or in person at his or her discretion as long as a quorum of other Council Members is not present.

SECTION 2: THE WORK SESSION (REVIEW PHASE)

For every vacancy, the City Council shall conduct a formal Work Session under NEW BUSINESS, and shall proceed as follows:

1. **Agenda Publication:** After the passing of the closing dates set by the Council Chairman, the Council Clerk shall publish the names of all citizens in the Applicant Pool on the agenda for New Business at the next City Council meeting. The resume of each citizen in the Applicant Pool shall be provided in publicly available materials for the Work Session, with redactions of confidential information. In the event there are multiple appointments to be made, the Council Clerk shall list separate agenda items for each appointment by reference to the appointment position and specific term.

2. **Full Distribution:** The Council Clerk shall provide the Council with the complete application and resume of every citizen within the Applicant Pool.
3. **Mandatory Discussion:** The Council shall publicly review the citizens in the Applicant Pool as a whole. This session is strictly for the debate of merits, qualifications, and fitness to serve, and there are no specified directives on the manner of discussion or that each member of the Applicant Pool be discussed. If a member of the Applicant Pool desires to speak at the Work Session, the Council Chairman shall recognize the applicant following Council discussion and before taking public comment on the New Business agenda item. In the event there are multiple appointments to be made, the Council shall conduct a separate Mandatory Discussion section as discussed herein for each agenda item such that each appointment has its own discussion of the Applicant Pool for each appointment to be made.
4. **Prohibition of Action:** No motions to appoint or votes shall be taken during this session.

SECTION 3: THE ACTION MEETING (NOMINATING AND VOTING PHASE)

The formal nomination process from the Applicant Pool shall occur at the next regularly scheduled City Council meeting (or "Meeting Two") following the Work Session. This provides a "cooling off" period for members to reflect on the Review Phase deliberations concerning the Applicant Pool.

To ensure that all qualifying citizens from the Applicant Pool are considered at the Nomination and Voting meeting, the following Nomination and Voting Procedure is hereby established:

1. **The Call for Nominations:** The Presiding Officer shall open the floor for all nominations from the Applicant Pool. Any Council Member choosing to nominate a citizen from the Applicant Pool may nominate said applicant; however, a council member cannot nominate more than one candidate for an open appointment seat.
2. **Closing the Floor:** The floor shall not be closed until every Council Member has been provided with the opportunity to place a name from the Applicant Pool into nomination.
3. **The Listing of Nominated Applicants:** If more than one candidate is nominated, the Council Clerk shall list the names of all citizens nominated from the Applicant Pool and, upon completion, shall call the roll.
4. **The Roll Call:** When requested by the Council Clerk, each Council Member shall state the name of their preferred qualifying citizen from the Applicant Pool.
5. **Majority Requirement:** A candidate must receive a majority of votes from the members present to be appointed.

6. **Elimination Rounds:** If no candidate receives a majority on the first roll call, the nominated citizen(s) from the Applicant Pool with the fewest votes shall be removed, and the Council shall vote again on the remaining nominees until a majority result is reached.

If multiple appointments or term renewal appointments are on the agenda of the Action Meeting, the Council shall conduct a Nomination and Voting Procedure for each appointment. If an applicant has qualified for the Applicant Pool for multiple appointments, only a successful majority vote in the first appointment vote shall preclude the applicant from being nominated for candidacy for the additional appointment.

SECTION 4: REPEAL OF CONFLICTING METHODS

This resolution supersedes all previous resolutions passed by the City Council, including resolution 24-60, and any informal past practices and/or methods for board and commission appointments.

With the above resolution having been properly introduced and duly seconded, the vote was as follows:

AYES:

NAY:

ABSTENTIONS:

ABSENT:

and the resolution was declared adopted this ____th day of March 2026.

Alicia Watts
Council Clerk

Jason Zuckerman
Council Chairman