

PURPOSE:

To establish a procedure to facilitate the notification, announcement and selection of appointment to Boards/Commissions/Authorities by the Savannah City Council.

RESPONSIBLE PARTIES:

Savannah City Council, Savannah Clerk of Council, Savannah City Attorney

PROCEDURE:

1. The Clerk of Council, as the official keeper of record, shall be responsible for maintenance and keeping current all Boards/Commissions/Authorities vacancies.
2. The Clerk of Council shall be responsible for the notification and announcement of pending vacancies.
3. The Savannah City Attorney shall monitor the legal and legislative changes and keep the Council informed on requirements relative to the structure, form and function of Boards/Commissions/Authorities.
4. An application must be submitted by those seeking appointment or reappointment to a Board/Commission/Authority.
5. Sixty days prior to a vacancy occurring, the Clerk of Council shall release, via Public service announcement, website, cable channel, and any other available means, the vacancy (ies) and qualifications. The closing date for the acceptance of applications shall be established thirty days from the date of the initial advertisement.
6. Interested parties should contact the Clerk of Council's Office and submit the application and supporting documentation by the closing date.
7. Persons desiring to fill vacancies on City Boards/Commissions/Authorities should be residents of the City of Savannah unless some special qualifications, skill, knowledge specific to the vacancy is demonstrated. The City Council shall be responsible for determining appropriateness of these special qualifications.
8. The Clerk will present to Council the applications received during the application period.
9. The City Council, shall evaluate the credentials of the person applying for appointment and appoint the individual(s) to serve.
10. The selected candidate(s) and non-selected applicant(s) will be informed of the Council's decision in writing.
11. Each Board/Commission/Authority shall submit an attendance report annually to the Savannah City Council.
12. Persons appointed to serve on a City Board/Commission/Authority shall serve no longer than three consecutive terms unless some special qualifications, skill, or knowledge specific to the vacancy is demonstrated.
13. No person shall serve on more than two City appointed Boards/Commissions/Authorities at any one time.
14. City Council, shall at the expiration of each term, evaluate the attendance and effectiveness of persons appointed to a City Board/Commission/Authority.

**APPLICATION FOR APPOINTMENT TO
CITY BOARDS/COMMISSIONS/AUTHORITIES**

(Please Print or Type)

Board/Commission/Authority Applying for _____

Name _____

Home Address _____

City, State, Zip _____

Mailing Address (if different) _____

City, State, Zip _____

Savannah City District (Circle One) 1 2 3 4 5 6

Telephone Number _____ **Cell or Alternate Number** _____

Fax Telephone Number _____

Email Address _____

Knowledge, Skills and/or Abilities that you would like considered (Please feel free to attach a resume or any other applicable documentation)

Signature _____ **Date** _____

Please note: Submission of this application does not guarantee an appointment.