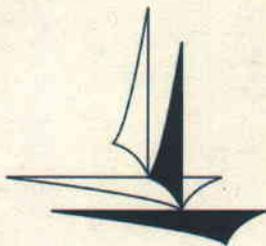


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CITY OF MINNEAPOLIS

APPOINTED BOARDS & COMMISSIONS
Guide to the Open Appointments Process



Jointly produced under the direction of the Minneapolis City Council by the
Office of City Clerk and Neighborhood & Community Relations Department

Minneapolis: An Engaged Community— Appointed Boards & Commissions

The City of Minneapolis boasts a proud tradition of active, grassroots participation by its residents. Whether voting in elections, weighing in on issues before the City Council, maintaining safe and attractive neighborhoods, or operating businesses, Minneapolitans are highly engaged in their community. One way the City encourages direct democratic participation is through volunteered service on its appointed boards and commissions.

Appointed Boards & Commissions—also referred to as ABCs in this packet—play an integral role in the success of local government. ABCs study critical issues, review staff reports and recommendations, and take public testimony on a wide variety of subject matters. They discuss, analyze, and formulate policy proposals and recommendations for the Mayor and City Council. And they provide oversight on the delivery of government services and programs.

This packet provides some basic information about the City's boards and commissions, including step-by-step instructions on how to apply to serve as a member of an ABC.

Why Should You Serve?

Serving on an Appointed Board or Commission is a significant and meaningful way to participate in civic life. As a member, you have the opportunity to:

- Share your expertise, passion, viewpoints, and energy with other civic-minded individuals while directly participating in shaping your local community;
- Gain new skills or develop existing skills and expertise within a specific subject matter;
- Build or expand your personal and/or professional networks;
- Enjoy the social aspect that comes with preparing for and attending regular meetings and interacting with other members; and
- Use your service as a means of attaining higher leadership positions in the community, whether appointed or even elected.

Types of Appointed Boards & Commissions

Some ABCs have administrative functions; a few have quasi-judicial functions that must function within strict statutory guidelines. Most ABCs are general advisory boards and serve in a strictly advisory capacity to the Mayor and City Council. There are three basic types of ABCs. These include:

- **GENERAL ADVISORY BOARDS.** General advisory boards provide a structure process for individual residents to share their opinions and perspectives about important City business and public policies. General advisory boards study issues, accept public testimony, undertake research on specific topics, review and provide direction on staff reports or initiatives, and formulate and submit recommendations to the Mayor and City Council. Following is a listing of the City's current general advisory boards:
 - Above the Falls Citizen Advisory Committee
 - Advisory Committee on People with Disabilities
 - Bicycle Advisory Committee
 - Community Environmental Advisory Committee (CEAC)

- Civil Rights Commission
 - Civil Service Commission
 - Ethical Practices Board
 - Family Housing Fund (Minneapolis/St. Paul)
 - Homegrown Advisory Board
 - Latino Community Advisory Committee
 - Minneapolis Animal Care & Control Board
 - Minneapolis Arts Commission
 - Minneapolis Public Housing Authority
 - Minneapolis Tree Advisory Commission
 - Pedestrian Advisory Committee
 - Public Health Advisory Committee
 - Senior Citizen Advisory Committee
 - Telecommunications Board
 - Youth Coordinating Board
 - Youth Violence Executive Committee
- **DEVELOPMENT BOARDS.** Development Boards provide project review and approval to assist the City in making sound development decisions that reflect comprehensive planning efforts, historical preservation policies, neighborhood priorities, and zoning regulations. Most development and capital projects must be reviewed by these committees before being considered by the City Council. The list of development boards includes:
 - Capital Long Range Improvement Committee (CLIC)
 - Heritage Preservation Commission
 - Planning Commission
 - Minneapolis Economic Development Company (a non-profit corporation)
 - Neighborhood & Community Engagement Commission
 - Neighborhood Revitalization Program (NRP) Policy Board
 - Thinc.Green Joint Powers Agreement Steering Committee
 - Zoning Board of Adjustment
- **APPEAL BOARDS.** Appeal boards hear and act on resident appeals concerning actions by City agencies or officials regarding their property. There is currently one appeal board operating within the City structure:
 - Housing Board of Appeals
- **SPECIAL SERVICE DISTRICT BOARDS.** Special service districts are defined areas within the city where special services are rendered. Costs of the services are paid from charges to the area. State law mandates the creation of advisory boards through city ordinance for each special service district to advise the city on services within the district. The special service district boards include:
 - Bloomington-Lake Special Service District Advisory Board
 - Central Avenue Special Service District Advisory Board
 - Chicago-Lake Special Service District Advisory Board
 - Chicago Avenue South Special Service District Advisory Board
 - Dinkytown Special Service District Advisory Board
 - Downtown Improvement District (DID) Advisory Board
 - East Lake Special Service District Advisory Board
 - Linden Hills Special Service District Advisory Board
 - Lyndale-Lake Special Service District Advisory Board

- Nicollet Avenue South Special Service District Advisory Board
- South Hennepin Avenue Special Service District Advisory Board
- Stadium Village Special Service District Advisory Board
- Uptown Special Service District Advisory Board
- **WATERSHED MANAGEMENT ORGANIZATIONS.** Watershed organizations are created by the State of Minnesota, under the general authority of the Minnesota Board of Water and Soil Resources. Watershed Management Organizations are appointed by cities in which they are located. Watershed Districts are appointed by the various counties in which they are located. Watershed Management Organizations in Minneapolis include:
 - Bassett Creek Watershed Management Organization
 - Minnehaha Creek Watershed District (Hennepin County)
 - Mississippi Watershed Management Organization
 - Shingle Creek Watershed Management Organization
- **OTHER.** The following boards were not created by the City, nor do these boards fall within the jurisdiction or responsibility of the City Government. The City does, however, make appointments to them. These include:
 - Metropolitan Airports Commission
 - Metropolitan Sports Facilities Commission
 - Minneapolis Workforce Council

ROLES & RESPONSIBILITIES

Themes of Effective Board & Commission Membership

It is important that each member of an ABC remain informed and up-to-date on issues and activities affecting their respective board or commission. Additionally, it is important that all members conduct themselves in a manner commensurate with the confidence placed in them by the Mayor and City Council. Three overarching themes guide effective services for members of the City's Appointed Boards & Commissions. These themes are:

- **SERVICE.** ABC members have a duty to reflect the needs, interests, and priorities of the entire community. Even when appointed to represent a specific stakeholder group or perspective, the ultimate goal is to enhance the quality of life for the overall community.
- **RESPONSIBILITY.** ABC members have an obligation to be prepared for meetings, to attend meetings regularly, to participate and contribute to the discussion and work of the ABC, and to complete assignments or tasks that may be delegated.
- **INTEGRITY.** ABCs hold the public's trust, and as such must recognize that the public interest is the top priority in all they do. Personal, professional, business, family, or monetary consideration should never conflict with a member's duties and responsibilities. Each member should approach the work of his or her ABC in a fair, open, and impartial manner without regard to outside influence or prejudice. Remember, your friends, neighbors, and fellow Minneapolitans are depending on you.

HOW TO APPLY

Notice of Vacancies

The City of Minneapolis recruits for ABC vacancies twice each year: the spring recruitment cycle opens in February and typically concludes in March; the fall recruitment cycle opens in August and typically concludes in September. Vacancy notices are posted to the City's website at the beginning of the regular recruitment cycles (spring and fall), at: www.minneapolismn.gov/boards. Vacancy notices are also distributed through other venues, such as public access television (Channel 79), City newsletters, local news media outlets, etc.

Open Appointments Process

The City of Minneapolis has established an Open Appointments Process, pursuant to Minneapolis Code of Ordinances §14.180. The Open Appointments Process is intended to provide applicants with a clear, easily-accessible system to present their qualifications for potential appointment to City Boards and Commissions and to take into consideration the diverse interests, neighborhoods and communities of interest, geographic distribution, viewpoints, needs, and preferences of the City's residents wherever possible. This guide provides instructions to those interested in being considered for appointment.

Application Form Required

Those interested in serving on an Appointed Board or Commission must complete an application form, which is included at the end of this guide. A copy of the application form is also available on-line and may be downloaded, completed, and submitted.

Generally, each appointee to a board or commission must be a resident of Minneapolis. There is no requirement that an applicant be a registered voter. Many boards and commissions may have additional requirements, depending upon the enabling legislation that created the board or commission. You may request information about a specific ABC from the Office of City Clerk.

APPLICATION INSTRUCTIONS:

1. Obtain a copy of Application for Appointment to a Board or Commission. The Application Form is included at the end of this packet, or you may download a copy from the City's website at www.minneapolismn.gov/boards. Or, you may contact the Office of City Clerk for more information during business hours (Mon. – Fri., 8 a.m. to 4:30 p.m.) at (612) 673-2216.
2. Complete the entire Application Form and sign and date it.
 - When completing your Form, remember to use dark ink and to print clearly and legibly, using white 8.5 x 11-inch (standard-sized) paper.
 - A staple or clip is fine, but do not have it bound as staff must take it apart to make numerous copies of it.
 - Please be concise in your answers.
 - Be sure to state the full and correct name of your board preference at the top of the application. If you wish to apply for more than one ABC, you must complete and submit a separate Application Form for each ABC for which you wish to be considered for appointment.

3. You are welcome to attach a current resume, CV, or summary of your qualifications; however, please remember the interview panel reads a lot of applications. Therefore, be concise and to-the-point in your writing.
4. Incumbents who are eligible and wish to seek reappointment to an ABC must reapply in the same manner as other applicants (including completing and submitting an Application Form).
5. The completed Application Form should be sent to:

Office of City Clerk
ATTN: Appointments
City Hall – Room 304
350 South Fifth Street
Minneapolis, MN 55415
Phone: (612) 673-2216
Fax: (612) 673-3812
Email: cityclerk@minneapolismn.gov

VOLUNTARY DEMOGRAPHIC QUESTIONNAIRE:

The Mayor and City Council recognize that the City is best served by Boards and Commissions which generally reflect the diversity of the community. To that end, a voluntary and confidential demographic questionnaire is included as part of the Application Form. The data gathered through this questionnaire is used by the City to track its success in meeting objectives for access, equity, and diversity, and to decide what process improvements could be made, such as targeted outreach or removing barriers to participation. All applicants are encouraged to self-identify using the confidential Voluntary Demographic Questionnaire.

AFTER YOUR APPLICATION HAS BEEN SUBMITTED

The Screening Process

The Office of City Clerk screens all applications to verify eligibility requirements as well as other qualifications or experience. If applications are incomplete or additional information is needed, the Clerk's Office will make arrangements to secure that data as part of the initial screening process. Once all information is gathered and the application is complete, the Clerk's Office coordinates the internal vetting process.

For Mayoral appointments, the review and evaluation process is dictated by the Mayor and may be adjusted to meet the needs of the Mayor for each particular appointment to be made.

For Council appointments, the review and evaluation process typically includes an interview with a review panel composed of one or more Council Members and key staff.

The Interview & Selection Process: Review Panel

When necessary, a review panel is formed to interview and make recommendations on applicants for appointment by the City Council. Typically, one or more Council Members serving on the standing committee having oversight of the ABC will be designated to serve on the Review Panel, along with key staff members from the City Clerk's Office and the particular department affiliated with the particular ABC. The Review Panel decides which applicants to invite for an interview based on qualifications, experience, and other details from the Application Form.

Current ABC members standing for reappointment are evaluated in the same process and by the same criteria as new candidates; however, the Review Panel may also take into consideration the individual's performance as a member of an ABC as part of the evaluation process.

Once the Review Panel decides on a short-list of applicants to interview, staff contacts those individuals to arrange interviews.

Selection Objectives

As part of the selection process, the Review Panel will try to achieve a balance of:

- Qualifications and experiences that both balance and add-to the membership of a particular ABC, bringing differing viewpoints, opinions, and perspectives to the mix;
- Broad geographic representation from throughout the community; and
- Representation of the community's diversity and demographics, including (but not limited to) race and ethnicity, age, socioeconomic status, gender, sexual orientation, disability, education, etc.

The Review Panel will interview selected applicants and make recommendations on a preferred candidate. This recommendation is submitted to the standing committee for its consideration and action. The standing committee makes the formal recommendation on the proposed candidate for appointment to be acted upon by the full City Council.

Tips to Prepare for the Interview Process

In the event you are invited to interview, here are some tips to help you prepare:

- Review the mission, purpose, and any goals of the particular ABC for which you've applied;

- Attend meetings of the ABC for which you've applied and review agenda material to familiarize yourself with workload demands and current or future challenges and opportunities facing that ABC; and
- Review the relevant provisions of the Minneapolis Code of Ethics as they apply to Appointed Boards & Commissions and their members.

At the end of the screening and selection process, all applicants will be notified of who the Review Panel has chosen as the candidate to be considered for appointment.

Confirmation Hearing & Appointment Process

Some appointments are subject to a public hearing; most are not. If your appointment does require a public hearing, it will be conducted by the standing committee as part of its consideration of the recommendation made by the Review Panel. Public hearings allow interested individuals to offer comments on the proposed appointment, which may be factored into the final recommendation of the standing committee. It's always best if candidates can attend this public hearing. Remember, candidates also have the opportunity to address the standing committee and make comments. At the least, this is a good opportunity for candidates to express publicly their commitment to the success of the ABC and, by extension, the City of Minneapolis.

Once the appointment has been approved by the standing committee, the committee chair reports the committee's action to the City Council. The Council's appointment is subject to approval by the Mayor and must be published in the official newspaper before the appointment becomes effective. Publication is generally eight days after final action by the City Council, or earlier if requested in advance.

Orientation for Board & Commission Members

If you're appointed, you are expected to attend an orientation arranged by City staff to provide you with an overview of the City enterprise and how Appointed Boards & Commissions operate within that structure. Some ABCs also provide a specific orientation for their new members. The City's orientation program includes topics such as the relationship of ABCs to the Mayor and City Council and to the City's departments, the City's Code of Ethics, meeting protocols, and laws related to open meetings and data practices (public records). The City Clerk will administer your oath of office at this orientation, which is the final step that must be completed before you can be seated as a new member of a Minneapolis Appointed Board or Commission.

**GOOD LUCK, AND THANKS FOR YOUR INTEREST IN
SERVING THE CITY OF MINNEAPOLIS!**



Application for appointment to a Board, Committee, Commission, or Task Force

DATA CLASSIFICATION ADVISORY

Some of the information on this form is public data under the Minnesota Government Data Practices Act, Minn. Stat. Chapter 13. The data is being requested so that the appointing authority can make an informed decision as to the appointment to the relevant board, commission, committee or task force. An applicant is not required to provide any information; however, failure to answer any of the questions on this application may cause the appointing authority to reject the application or to select another candidate. The data on this form will be maintained by the City of Minneapolis in accordance with the Minnesota Government Data Practices Act and the non-public portions of the form, if any, will be available to individuals working for the City whose work assignments reasonably require access.

THE INFORMATION PROVIDED ON THIS PAGE IS OPEN TO THE
PUBLIC PER THE MINNESOTA DATA PRACTICES ACT

Title of the Board, Commission, Committee, or Task Force this application is for

Name:	Ward:
City of residence:	

Occupation:	Employer:
Employer's Address:	

Describe your background related to any required or desirable qualification listed in the Notice. Include applicable experience with civic, professional or volunteer organizations and other city boards or commissions. List any awards or special recognition.

Return completed applications to:

<i>Email</i>	cityclerk@minneapolismn.gov
<i>Mail or delivery</i>	City Clerk Appointments Room 304, 350 S. 5 th St Minneapolis, MN 55415-1382
<i>Fax</i>	612-673-3812

THE INFORMATION PROVIDED ON THIS PAGE IS PRIVATE PER THE MINNESOTA DATA PRACTICES ACT

ADDRESS*:		ZIP +4:
Home and/or Wireless Telephone Number*:	Work Telephone Number*:	Fax:
E-Mail Address*:		

***NOTE: If appointed, Minnesota Statute 13.601 requires that a telephone number and/or an e-mail address where the appointee can be reached and residential address will be considered public data.**

List the reasons you want to serve on this body:

List issues you believe the committee should address:

List names, addresses and telephone numbers of no more than 3 references

Name	Address	Phone Number

List any financial interests (where required) or associations with which you are involved that may present a conflict of interest:

Signature:	Date:
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CONFIDENTIAL
VOLUNTARY DEMOGRAPHIC QUESTIONNAIRE

TO BE COMPLETED BY APPLICANT. The City of Minneapolis has made efforts to increase diversity on boards and commissions. Diversity for purpose of this form includes: racial, economic, age, gender, geographic, sexual orientation, ownership, disability, and education attainment. Knowledge of your status will assist us in monitoring the success of our efforts. **Although you are not required to provide the information requested on this form, your cooperation is appreciated and valued. The information provided is kept confidential and when reported, will not identify any individual. In addition, the information provided is not used in determining appointments to boards and commissions.**

HOW DID YOU HEAR ABOUT THIS BOARD OR COMMISSION VACANCY?

- City of Minneapolis Website News release from local media Neighborhood or Community Organization Newsletter
 Boards & Commissions Subscribed Email Ward Newsletter Personally Invited to Apply
 Other, please explain here _____

Do you own or rent? OWN RENT

How long have you lived in your current home?

Number of years _____

Which category represents your age?

- 18 to 24 years 25 to 39 years 40 to 54 years
 55 to 64 years 65 +

Are you living with a disability? If you answer no, skip over next question YES NO;

If you answered yes to previous question, into which of the following categories does your disability fall? Mobility

- Sight Hearing Speech Developmental
 Other (please specify): _____

Race/Ethnicity (Select one)

- Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. Not Hispanic or Latino
 American Indian or Alaska Native – A person having origins in any of the original peoples of North, Central, or South America or who maintains tribal affiliation or community attachment.
 Asian – A person having origins in any of the of the Far East, southeast Asia, or the Indian subcontinent; including, for example Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
 Black or African American – a person having origins in any of the Black racial groups of Africa.
 Native Hawaiian or Other Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
 White – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
here _____)
 Other, if marked, please indicate ethnicity here _____

How do you self-identify? Male Female;

How do you self-identify?

- Heterosexual Gay, Lesbian, Bisexual, Transsexual, Transgender

What was your total household income in the previous year before taxes? Less than \$25,000 \$25,000 - \$49,000

- \$50,000 - \$74,999 \$75,000 - \$124,000
 \$125,000 - \$199,999 \$200,000 +

Are you a registered voter? YES NO

Do you live in Minneapolis? YES NO

Which ward do you live?

- 1, 2, 3, 4, 5, 6, 7, 8, 9, 10,
 11, 12, 13; Other City _____

What is your employment status? Please check all that apply.

- Employed – full time Employed – part time
 Full time student Unemployed Self-employed
 Homemaker Retired Other _____

What is the highest level of education you have completed?

- Some high school High school or GED
 Some technical school Technical school graduate
 Some college College graduate Post graduate
 Other _____

Thank you for your participation!

Please return your completed form to:

Email: cityclerk@minneapolismn.gov

Mail or delivery City Clerk Appointments
Room 304, 350 S. 5th St
Minneapolis, MN 55415-1382

Fax 612-673-3812