

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF GLENDALE,  
CALIFORNIA ESTABLISHING A RECRUITMENT AND SELECTION PROCESS  
FOR APPOINTMENT OF INDIVIDUALS TO BOARDS AND COMMISSIONS**

**WHEREAS**, the City of Glendale has a number of boards and commissions to which individuals are appointed by the City Council; and

**WHEREAS**, the Council adopted Resolution No. 24-128 on July 16, 2024, establishing a formal policy for the recruitment, selection, and appointment of individuals to boards and commissions; and

**WHEREAS**, the policy set forth in Resolution No. 24-128 provided for each councilmember to nominate one member to each board and commission; and

**WHEREAS**, the Council desires to amend the recruitment, selection, and appointment process to reinstitute an interview panel process, whereby two councilmembers are selected to nominate an individual to fill a vacancy on a board or commission similar to the process established by prior Council Resolutions Nos. 02-80 and 23-29; and

**WHEREAS**, on July 16, 2024, the Council – by motion – removed all of the members of the Boards and Commissions established under Title 2 of the Glendale Municipal Code, subject to each member being reappointed or replaced in accordance with Council Resolution No. 24-128; and

**WHEREAS**, the Council desires to consider the rescission, repeal and replacement of Resolution No. 24-128.

**NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF GLENDALE, CALIFORNIA AS FOLLOWS:**

Section 1. Resolution No. 24-128 is hereby repealed.

Section 2. The following procedure for recruitment, selection and appointment of individuals to boards and commissions is hereby established:

A. TITLE 2 BOARDS AND COMMISSIONS - SELECTION OF INTERVIEW PANEL TO FILL VACANCIES AS OF EFFECTIVE DATE OF THIS RESOLUTION

For the vacancies on the boards and commissions established under Title 2 of the Glendale Municipal Code, which vacancies exist as of the effective date of this Resolution (which includes all members of the Title 2 Boards and Commissions removed by Council on July 16, 2024), a panel of two council members shall be selected, in accordance with the procedure herein, to act as an interview panel. The selection of the panel will involve an alphabetic rotation of the council as follows: the first member shall be in a vertical column (Column One) which shall have the council members' names listed alphabetically. The second member of the panel shall be in a vertical column (Column Two) with the first council member being the individual who is the second council member listed in Column One as it relates to the first Title 2 Board or Commission in alphabetical order. The next three council members will follow in alphabetical order, with the first council member in Column One being last in Column Two. Column One shall always remain alphabetical, Column Two will rotate for every board or commission in that the next board or commission will with the first council member being the individual who is the third councilmember listed in Column One and so on. The rotation process will have the council members in Column Two moving up the column with the council member at the top rotating to the bottom. The two council members who match up horizontally on the columns will constitute the panel to interview candidates who have applied to serve on a board or commission. Each panel shall

interview candidates, and make nomination selections, for a single position on a board or commission. To the extent the Council adopts an ordinance amending Section 2.36.010 regarding the term of office for board members and commissioners, the term of each board and commissioner shall be coterminous with the term of the councilmember in Column One on their nominating panel. The seats of councilmembers in Column One shall be numbered as follows:

Asatryan – 1

Brotman – 2

Gharpetian – 3

Kassakhian – 4

Najarian – 5

For the initial nominations and appointments made in accordance with this Resolution after its adoption, the panel assigned a Column One seat number shall be assigned to nominate for the same numbered seat on the board and commission for which that panel is nominating, with the board and commission members being assigned seat numbers in alphabetical order, with vacant seats being assigned at the end of the order.

**B. TITLE 2 BOARDS AND COMMISSIONS - SELECTION OF INTERVIEW PANEL TO FILL VACANCIES CREATED BY REMOVAL OR RESIGNATION AFTER THE EFFECTIVE DATE OF THIS RESOLUTION**

For vacancies on the boards and commissions established under Title 2 of the Glendale Municipal Code created after effective date of this Resolution (i.e. vacancies created after Council fills the Title 2 Boards and Commissions in accordance with Paragraph A of this Section 2 above), each vacancy shall be filled

as set forth in this Paragraph B. When a vacancy is created by a resignation or removal, the panel to fill that vacancy shall be comprised of the same panel of the original appointment, with the numbers associated with the council members who filled that position. If appointed by the Council, the term of the board member or commissioner nominated under this Paragraph B shall be coterminous with the term of the councilmember in Column One of the panel.

C. NOMINATING PANELS AFTER SUCCESSIVE ELECTIONS

After the 2026 general municipal election and appointment (swearing in) of councilmembers and each successive election and appointment of councilmembers thereafter, the councilmembers elected and appointed at a particular election shall be assigned to the vacant spots in Column One in alphabetical order.

Example: By way of example and without limitation, assuming the following councilmembers are serving in alphabetical order:

Councilmember A – 1

Councilmember B – 2

Councilmember C – 3

Councilmember D – 4

Councilmember E – 5

Further assume the terms of Councilmembers B, D, and E expire in 2026 and the board and commissioners nominated by panels where Councilmembers B, D, and E were the nominating councilmembers from Column One. Further assume Councilmember B is reelected while Councilmember D and E are replaced by Councilmembers F and G. By alphabetical order, Councilmember B will remain

in the place of Seat 2 while Councilmember F will be assigned to Seat 4 and Councilmember G will be assigned to Seat 5. Nominating panels will be assigned to fill the three seats on each Title 2 Board and Commission whose terms expired upon the 2026 election, with Councilmembers B, F, and G serving on seats 2, 4 and 5, respectively, of Column One of those panels and Column Two panelists being assigned as set forth in Paragraph A above, provided, however, if the Column One Panelist and Column Two Panelist are the same councilmember in a new rotation, the Column Two panelist assigned to the panel shall be reassigned to the next councilmember in the Column Two rotation.

D. APPLICABLE TO TITLE 2 BOARDS AND COMMISSIONS; SEPARATE PROCESS FOR CIVIL SERVICE COMMISSION

The nomination process outlined in Paragraphs A, B, and C of this Section 2 shall apply to all boards and commissions established under Title 2 of the Glendale Municipal Code, except as set forth herein. This process shall not apply any student ex officio commissioners of Title 2 Boards and Commissions or to the Civil Service Commission. With respect to the Civil Service Commission, when there is a vacancy or commissioner whose term is expiring or has expired, the nomination for reappointment or replacement shall occur as set forth in this Paragraph E.

A single council member in alphabetic rotation (councilmember with the last name commencing with the letter "A" or closest thereto in the alphabet being first and the rotation continuing alphabetically) shall nominate a candidate to the Civil Service Commission and that council member is the "designated" council member by rotation, unless that councilmember has already (either individually or as a member of a panel) nominated a sitting member of the Civil Service Commission

whose seat is not up for reappointment/replacement. In that case, the nomination shall be assigned to the next councilmember in the rotation. In the event any councilmember has not nominated any sitting member of the Civil Service Commission (other than one whose term has expired or is expiring and is up from reappointment/replacement), and a new councilmember is elected or appointed to the Council, any councilmember who has not nominated a sitting Civil Service Commission member shall have precedence over a newly elected or appointed councilmember regardless of alphabetical order. The “nominating” council member will request to have the nominee’s name placed on the agenda for consideration. No designated council member will be permitted to nominate more than one candidate to the Civil Service Commission until all council members have nominated a candidate (either individually or as part of a panel), except as set forth in Paragraph G, below.

E. VACANCY NOTICE - DISSEMINATION

The notice of vacancy or upcoming opening on a board or commission should be widely disseminated, including but not limited to, the government access channel, city web page, social media platforms, e-newsletters, city hall bulletin board and community organizations within the city of Glendale.

F. INTERVIEW PANEL - RECOMMENDATION PROCESS

Interview panels are encouraged to reach consensus on the candidate they would recommend for appointment to a board or commission. When a panel has concluded the interview process and is prepared to provide a recommendation to the full Council, the panel shall announce its recommendation at the next regular Council meeting. No action shall be taken by the Council to appoint the

recommended candidate at such meeting and the matter shall be placed on the following agenda, including the name of the recommended candidate, for consideration and action by the Council.

#### G. RECOMMENDATION PROCESS-TIME LIMIT

Each panel shall bring forward a nominee within sixty (60) days after the announcement of the vacancy and notice from the City Clerk of the panel makeup. The 60-day time period will be extended for up to an additional 30 days should factors including, but not limited to, a lack of qualified candidates, exist. If an extension is required, the councilmembers comprising the panel shall, at a public council meeting state the need and reason(s) for the extension. If after expiration of the extension a nominee is not brought forward or the panel cannot agree on a candidate, the Council shall disband the panel and make a direct appointment in accordance with the Brown Act.

#### H. AGENDIZING NOMINEE

When the panel is prepared to provide a recommendation to the full Council, either the councilmember making up the panel shall announce the recommendation at the next regular Council meeting. No action shall be taken by the Council to appoint the nominated candidate at such meeting and the matter shall be placed on the following regular meeting agenda, including the name of the candidate, for consideration and action by the council.

#### I. AUTHORIZATION TO MODIFY PROCEDURE - APPOINTMENT VALIDITY

The Council may, in its discretion, deviate from the procedure set forth herein in any instance for the recruitment, selection and appointment of an individual to a

