

Adopted
03/21/23
Devine/Asatryan
All Ayes

RESOLUTION NO. 23-29

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GLENDALE
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. 07-183 in 2007, 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. 07-183 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 Resolution No. 02-80.

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

Section 1. Resolution No. 07-183 is hereby repealed except as set forth in Section 2, subsection G below.

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

A. SELECTION OF INTERVIEW PANEL

When there exists a vacancy on a board or commission or the term of a member of a board or commission is near expiration, 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. 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 after all council members have an opportunity to serve on a panel. 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. This process of "rotation" will thereafter be repeated after five (5) panels are selected. 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.

B. FILING PERIOD

Once the interview panel is selected the filing period for candidates will open for a minimum of two weeks unless a shorter time is ordered by the Council. The two-week filing period may be extended by the interview panel where it determines that such an extension is necessary for any reason, including, but not limited to,

increasing the number of qualified candidates.

C. 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 City's government access channel, the City website, community organizations, homeowners coordinating council, chambers of commerce, religious institutions, and the City's social media accounts.

D. APPLICABLE BOARDS AND COMMISSIONS

The recruitment, selection and appointment process outlined herein shall apply to all boards and commissions created by the City Charter, as established under Title 2 of the Glendale Municipal Code, or as designated by the Council.

E. INTERVIEW PANEL - RECOMMENDATION PROCESS

Interview panels are encouraged to reach consensus on the candidate they would recommend for appointment to a board or commission. Should the panel be unable to reach agreement on the candidate to recommend to the entire council, the panel members should determine the action necessary to resolve their differences. If the panel cannot recommend an appointment or cannot determine the appropriate procedure to resolve its differences, the panel shall report same to the Council at a public meeting. The Council may, among other things, refer the matter back to the panel for further consideration, or designate the appointment of a new panel – in accordance with the selection process designated in Section 2, Subsection A of this Resolution - to select a nominee for the 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.

F. AUTHORIZATION TO MODIFY PROCEDURE - APPOINTMENT VALIDITY

The Council may, in its sole discretion, deviate from the procedure set forth herein in any instance for the recruitment, selection and appointment of an individual to a board or commission. Failure to comply with any of the procedures set forth herein shall not void or otherwise affect the validity of any appointment made by the Council.

G. TIMING OF IMPLEMENTATION. With the exception of appointment of individuals to the Civil Service Commission, individual councilmembers who have board or commission positions to submit for individual nominations under Resolution No. 07-183 will have ninety (90) days from the effective date of this Resolution to make said individual nominations under the procedure set forth in Resolution No. 07-183. Thereafter, board or commission seats will be filled utilizing the procedure set forth in this Resolution. Upon the adoption of this Resolution, seats on the Civil Service Commission shall be filled utilizing the panel interview process set forth herein.

Adopted this 21st day of March, 2023.



Mayor

ATTEST:



City Clerk

STATE OF CALIFORNIA)

)SS

COUNTY OF LOS ANGELES)

I, Suzie Abajian, Ph.D., City Clerk of the City of Glendale, California certify that the foregoing Resolution No. 23-29 was adopted by the City Council of the City of Glendale, California, at a special meeting held on the 21st day of March, 2023, and that same was adopted by the following vote:

Ayes: Asatryan, Brotman, Devine, Najarian, Kassakhian

Noes: None

Absent: None

Abstain: None



City Clerk

APPROVED AS TO FORM



CITY ATTORNEY

DATE 3/27/22