



City of West St. Paul Committee Appointment Process

1. Throughout the year staff solicits applications through the website, city newsletter and social media for those interested in the Environmental Committee, Parks & Recreation Advisory Committee, Planning Commission and Charter Commission.
2. Applications are received by the city clerk, through the website and or in-person, and saved throughout the year.
3. In January the clerk reviews committee vacancies with the appropriate staff liaison in charge of the committee.
4. The clerk prepares a packet which includes the following committee information:
 - List of current and expiring members with contact information, ward and term(s) served.
 - Copies of all applications received for interest in that particular committee.
5. The clerk sends the packet to the Committee staff liaison for review at the next committee meeting.
6. Committee members review the applications and consider what projects or programs they will be working on and how an applicant will best be able to serve through their interest, expertise, current ward, terms served, community service and other information.
7. The Committee makes a recommendation to the Council, via the Council liaison and staff person, at the last March meeting or as needed.
8. Clerk emails this information to Mayor and Council, under separate cover, at least 2-4 weeks prior to considering appointment, if possible. The Council also receives the application packet that was originally sent to the committee members and any notes taken during review of the applications at the committee meeting.
9. The Council considers the committee recommendation and makes appointment(s) to begin in notifies those who were considered and/or appointed with the appropriate letter of acknowledgement.