

## Boards, Commissions and Authorities

### TIMELINE for filling vacancies or expired terms

DATE	ACTIVITY
10/10/2019	Notify Mayor and Aldermen of the need to appoint or reappoint citizens with expired terms: to include list of Boards, and a suggested timeline
Mon, 10/14/2019 and Sun, 10/20/2019	Publish notifications (one-week period) of the Board opportunities widely to include notices to neighborhood organizations, on the City website, and any other venues made available
10/25/2019 (deadline)	Collect Applications for Appointment requests from citizens who wish to serve on the Boards
11/07/2019 or 11/21/2019	Conduct interviews with the Mayor and Aldermen, if necessary, during a portion of the regularly scheduled work sessions
12/05/2019 City Council Meeting	Approve Board appointments during the regular meeting of the City Council
Immediately following the vote	Mail letters of appointment and update the Board master list