CITY OF VACAVILLE
COMMISSION APPOINTMENT POLICY

CITY OF VACAVILLE
CITY MANAGER DEPARTMENT
650 MERCHANT STREET
VACAVILLE, CA 95688

Adopted: December 14, 2021
Revised: March 11, 2025

Commission Appointment Policy

Adopted:
December 14, 2021 Res. 2021-116; Resolution of the City Council of the City of Vacaville Adopting a Commission Appointment Policy

Amendments:

Commission Appointment Policy

Purpose

The City of Vacaville establishes its Commission Appointment Policy in order to establish a transparent process and fair representation on City Commissions.

For the purposes of this Policy, the term "Commission" shall mean a regular, ongoing committee, board or commission established by ordinance to advise the City Council and perform such other functions and duties as prescribed by the City Council and which consists of members appointed by the Mayor and ratified by the City Council.

Appointment Method, Terms, Vacancies

Appointments. Pursuant to the process outlined below, Commissioners shall be appointed to staggered terms by the Mayor.

Annual Appointment List. A list of all regular and ongoing boards, commissions, and committees whose members serve at the pleasure of the City Council shall be posted on or before December 31 of each year. This list shall be known as the "Appointments List." The list shall contain the following information:

a. A list of all appointive terms which will expire during the next calendar year,
b. The name of the incumbent appointee,
c. The date of appointment,
d. The date the term expires, and
e. The necessary qualifications for the position.

Posting of Annual List. The Appointments List shall be posted at City Hall, on the City of Vacaville website, and copies shall be available to the public.

Application Process

1. A current list of applicants will be established each year. Applications may be submitted to the City Clerk beginning with the posting of the Appointments List.
2. The application period will be published with the Appointments List and will be open for at least 30 days. Applications will be available from the City Clerk's office and the City's website.
3. Applicants are required to complete and return a separate application for each Commission they desire to serve on by the established deadline and in accordance with the posted instructions. The City Clerk shall compile a list of applicants from the applications received.
4. Incumbents seeking reappointment are required to complete and file an updated application with the City Clerk by the application deadline.

Selection Process

1. After the application deadline, the Mayor will receive all qualified applications.

2. Subject to City Council ratification by a majority vote of the Council present, the Mayor will appoint commissioners to fill each vacancy.

3. All Commission appointments and reappointments shall be made at a properly noticed regular or special City Council meeting open to the public, no later than the first meeting in March of each year (except in unusual circumstances).

4. Following any Commission appointment, the City Clerk shall notify successful and unsuccessful applicants, as applicable, in writing.

Term of Office

1. The term of office for members of the Planning Commission and Parks and Recreation Commission is two years; provided, however, that three members shall be appointed to an initial one-year term in order to satisfy the requirement for staggered terms.

2. Terms are staggered to be overlapping, so that all terms do not expire in any one year.

Vacancies

If a vacancy occurs after less than six months of a term, the selection process will begin from applications on file from the prior appointment process.

If a vacancy occurs after more than six months of a term, the vacancy will be posted and the application and selection process will begin.

All vacancies will be posted and noticed in accordance with Government Code Section 54974.