

Appointments to Boards and Committees

The New London City Council (the "***Council***") hereby commits to a fair and equitable process in accepting, reviewing and appointing individuals to City Boards, Commissions or Agencies (collectively referred to as "***Boards***") as being in the best interest of the City of New London. The following procedural steps will be used to review applications and make appointments to all Boards. The goal of this Council is to encourage all residents to volunteer, in an effort to maintain a diverse representation of the community on all committees and boards. To this end, the following procedures have been adopted to promote fair and equal opportunities for all residents of New London.

1. The Administration Chair shall announce all Board vacancies, if any, at every City Council meeting.
2. All Board vacancies will be posted on the City's web site and in paper form on the Bulletin Board on the first floor in City Hall, 181 State Street, New London, CT. The Administration Chair will coordinate this effort with city staff and the Administrative Assistant to the City Council.
3. Applications must be submitted to the office of the City Clerk.
4. The City Clerk will forward copies of all applications, received each week, to the Council Administrative Assistant ("***Council Admin***") by noon on Friday to be distributed to Councilors by close of business on Friday.
5. The Council Admin will contact each applicant via U.S. mail or email with a letter acknowledging receipt of their application and informing the individual(s) that their applications have been received for the record by Council and will be referred to the Administration Committee.
6. Applicants will be provided a status update on their application within 45 calendar days, barring any special circumstances, and as long as there are vacancies.
7. Once the applications have been referred to the Administration Committee, the Committee Chair and/or Committee members should solicit comments or opinions from other Council members and make a determination in a timely manner in order to comply with the 45 day status update requirement.
8. Every effort will be made by Council to fill all vacancies within the Boards in a timely manner.
9. Efforts will be made to create well balanced Boards during the application review process, taking into consideration minority representation, which shall include party affiliation, race/ethnicity, and gender.
10. The City Council Committee Chairs, in conjunction with the Administration Chair, will be responsible to monitor vacancies and term expiration dates within their assigned committees and boards.

Adopted by the City Council on December 3, 2018