

MODEL CITIZEN SERVICE ACT



Section 1-1.1: Intent and Purpose

The purpose of this Ordinance is to foster the openness of government and provide citizens with information concerning the various Appointed Municipal Positions which exist within (insert municipality). The Ordinance further provides for a procedure whereby a citizen can indicate his/her desire to serve in a particular appointed position. Finally, the Ordinance provides for a notification process so that those citizens who have indicated a desire to hold a position will be notified when that position is under consideration for appointment and will ultimately be notified as to the action that was taken.

Section 1-1.2: Definitions

The following terms as used in this Ordinance shall have the meaning set forth below unless the context within which the term is used clearly provides for a different meaning:

a. Appointing Authority - The official or body which by virtue of statutory law or by Ordinance or Resolution is given the authority to appoint a person to hold a particular Appointed Municipal Position.

b. Appointed Municipal Position - Any appointed position within the city government, which is created either by statutory law or by Ordinance or Resolution. Examples of such positions are Municipal Historian, member of any board, commission, agency, council or committee of the municipality.

Section 1-1.3: Registry of Appointed Municipal Positions

The Municipal Administrator/Clerk shall cause a register of Appointed Municipal Positions to be prepared and maintained. Such register shall be made available on the city's website and at the Municipal Hall and shall set forth at least the following:

- a. Title of each Appointed Municipal Position
- b. Brief description of the positions' powers and duties
- c. Any special credentials or qualifications required to hold the position
- d. The length of term for the position
- e. The name of the person currently holding the position, the expiration date of his or her term, and the number of vacant seats on the board or commission
6. The dates/times and frequency of any meetings which the holder of the position must attend
7. The Appointing Authority for each board or commission, and who confirms each appointment

Section 1-1.4: Vacancies

The Municipal Administrator/Clerk shall maintain a current updated listing of all existing vacancies for each Appointed Municipal Position within the municipality. Such list shall be made available free of charge at the Municipal Clerk's Office and shall, in addition, be posted by the Municipal Clerk on a bulletin board maintained for public announcements in the Municipal Building.

Section 1-1.5: Filling Vacancies

Unless essential for the proper functioning and/or carrying on of business of the local agency upon which the vacancy has occurred, a vacancy shall not be filled for a period of ____ days from its posting in order to allow interested persons time to submit applications as provided in Section 1-1.6 below.

Section 1-1.6: Application for Citizen Service

The Municipal Clerk shall maintain an application form to be completed by any person interested in serving in an Appointed Municipal Position. Such application shall, at a minimum, contain the following information:

- a. Name
- b. Address
- c. Telephone number
- d. E-Mail address
- e. Appointed Municipal Position(s) sought
- f. Qualifications/experience for position(s)
 - g. List of boards and commissions for applicant to indicate desired boards and commissions to serve on

h. Signature

Section 1-1.7: Applications Public Record

An Application for Citizen Service filed for Appointment to an Appointed Municipal Position shall be deemed a public record. A person applying shall have the option of keeping their telephone and email address confidential by checking a box designated for such purpose on the application form.

Section 1-1.8: Filing Applications

Any person interested in serving in an Appointed Municipal Position may file an application for such position with the Municipal Clerk. Such application(s) may be filed at any time, whether or not the Appointed Municipal Position sought is vacant. A person may withdraw his or her application at any time.

Section 1-1.9: Maintaining Applications

The Municipal Clerk shall maintain all filed applications in a file or binder, segregated for each board or commission.

Section 1-1.10: Filling Voluntary Municipal Positions

Prior to filling any Appointed Municipal Position, the appropriate Appointing Authority shall review each application filed for that position. Each person having submitted an application for an Appointed Municipal Position under consideration to be filled shall be notified of said vacancy. The Appointing Authority shall conduct such review, investigation and/or interviews as the Appointing Authority deems necessary or advisable, in its discretion. After a decision is reached to fill a vacant Appointed Municipal Position, all those who had submitted an application for that position shall be notified of the appointing decision.

Section 2

All Ordinances and parts of Ordinances inconsistent herewith are hereby repealed.

Section 3. Severability and Effectiveness Clause:

If any sentence, paragraph or section of this ordinance, or the application thereof to any persons or circumstances shall be adjudged by a court of competent jurisdiction to be invalid, or if by legislative action any sentence, paragraph or section of this ordinance shall lose its force and effect, such judgment or action shall not affect, impair or void the remainder of this ordinance.

Section 4. Effective Date:

This ordinance shall become effective on _____.

Mayor

Municipal Clerk

Introduced:

Adopted:

Veto or Approval:

Final Publication:

