



**YAZOO CITY**  
**BOARD APPOINTMENT POLICY**  
**Effective December 1, 2018**



## **CITY OF YAZOO CITY BOARD APPOINTMENT POLICY**

Effective Date: December 1, 2018

### **POLICY:**

#### **1. PURPOSE AND SCOPE:**

This policy establishes consistent procedures and standards for the appointment of individuals to all city boards, committees and commissions, and applies to individuals serving on city boards, committees and commissions appointed by the Board of Mayor and Aldermen.

- a. The Board of Mayor and Aldermen has exclusive right to make board appointments.
- b. To the extent possible given all the guidelines and procedures, the Board of Mayor and Aldermen will seek to make all boards, committees, and commissions representative of the City population.
- c. The Board of Mayor and Aldermen may remove a member who does not comply with board appointment provisions.
- d. The Board of Mayor and Aldermen may offer board training annually to citizens who wish to be considered as a nominee to City boards if finances allow.

#### **2. DUTIES OF BOARDS AND COMMISSIONS:**

All boards, committees and commissions shall act in an advisory capacity to the Board of Mayor and Aldermen. The duties and authority of the City boards and commissions have been established by the laws of the State of Mississippi and Ordinances of the City of Yazoo City

#### **3. MEMBER ELIGIBILITY**

Applicant qualifications include the following:

- Applicant must be a resident of the City of Yazoo City unless otherwise established by Mississippi law.
- Applicant must not be an employee or elected official for the City of Yazoo City.
- Each applicant must be a registered voter and provide proof of such.
- An application must be submitted for each individual interested in becoming a board member.
- Applicants shall show experience or participate in board training offered by City of Yazoo City. This training will be offered twice yearly.

To remain eligible to serve, appointees must continue to meet the eligibility criteria for their board, committee, or commission for the duration of their term. All contact information must be updated regularly with the City Clerk for the duration of term.

### **PROCEDURES:**

#### **1. VACANCIES: COMMITTEES, BOARDS, AND COMMISSIONS**

- a. The City Clerk shall administratively publicize vacancies on boards, committees, and commissions six months in advance of terms expiring to ensure appointment by Board of Mayor and Aldermen prior to the termination date of term.
- b. In addition to the publicizing procedures, the City Clerk shall administratively solicit interested citizens through professional organizations, where appropriate.



## **CITY OF YAZOO CITY BOARD APPOINTMENT POLICY**

### **2. APPLICATION PROCESS**

- a. It is the responsibility of the citizen to obtain and submit a board application. Applications may be submitted in person to the Office of the City Clerk or electronically.
- b. Applications shall be made available on the City website and at City Hall.
- c. Resume must be attached to application.
- d. Applicant must be willing to undergo a background check.
- e. The City Clerk shall establish a cut-off date (45 day period) for applications prior to appointments.
  - All qualified applications shall be provided to the Board of Mayor and Aldermen.
  - Should there be an unqualified number of applicants, the City Clerk shall provide additional time for new applicants.
- f. The City Clerk has been authorized to disqualify any applications which do not meet the required vacancies on various boards, committees, and commissions. This includes applications that are incomplete.
- g. Upon receipt of all applications, the City Clerk shall arrange and schedule interviews by the Board of Mayor and Aldermen with all applicants.
- h. Applicants unwilling to participate in the interview process shall not be considered for appointment to any municipal board.

### **3. APPOINTMENTS**

- a. All appointees must be sworn in by the second regularly scheduled board meeting in July following initial appointment.
- b. All appointees must be sworn in by the board, committee, or commission to which they have been appointed.
- c. If a person is appointed to a board with six (6) months or less remaining in the term, the member will be automatically appointed to a new term if all rules, regulations, and procedures have been followed.
- d. If a person resigns with three (3) months or more remaining in a term, the term will be filled in accordance with the regular board appointment procedure.
- e. After a resignation, the Board of Mayor and Aldermen shall consider all previous and new applicants for appointment.
- f. Planning and Zoning Board: Any member appointed to the Planning and Zoning Board must be in compliance with all codes and ordinances. All property taxes must be paid and up to date.
- g. All appointees will receive a letter of appointment from the Office of the City Clerk that states the terms, requirements, and responsibilities of the board, committee, or commission to which they have been appointed.

### **4. BOARD REQUIREMENTS AND RESPONSIBILITIES**

- a. Citizens will be required to sign a commitment of service when appointed to City boards, committees, and commissions.
- b. All boards, committees, and commissions will keep minutes of meetings and furnish to the City Clerk a copy of the official signed minutes within fifteen days after the next meeting of the body.



## **CITY OF YAZOO CITY BOARD APPOINTMENT POLICY**

- All minutes must be kept in accordance with municipal and official standards.
  - c. Boards, committees, and commissions shall submit a quarterly report that shall be presented to the Board of Mayor and Aldermen at a regularly scheduled City board meeting. The report shall consist of the following components:
    - What was done that made a difference
    - The proposed plans and objectives for the upcoming 12 month period
    - What type of resources (if any) may be needed in pursuing upcoming plans and goals
    - Attendance report of members
    - Financial updates
    - By-Law updates
    - Problems (status)
  - d. All boards, committees, and commissions shall submit a concise written report in review of the 12 months to the Board of Mayor and Aldermen in January of each year consisting of the following components:
    - What was done that made a difference
    - The proposed plans and objectives for the upcoming 12 month period
    - What type of resources (if any) may be needed in pursuing upcoming plans and goals
    - Annual attendance report of members
    - Financial updates
    - By-Law updates
    - Problems (status)
5. OPERATIONS OF COMMITTEES, BOARDS, AND COMMISSIONS
- a. Members of boards, committees, and commissions shall be in compliance with all codes, ordinances, and regulations enforced by their particular board, committee, or commission. The Board of Mayor and Aldermen may remove a member from his or her board, committee, or commission for failure to comply with this provision.
  - b. Where a term is four (4) to six (6) years in length, a member may only serve two (2) consecutive terms. Where a term is three (3) years or less, a member may only serve three (3) consecutive terms unless otherwise established by law.
  - c. City Clerk shall notify members that their term is expiring.

### **REVIEW OF POLICY AND PROCEDURES:**

This policy may be reviewed and amended by resolution as deemed necessary by the Board of Mayor and Aldermen.



## CITY OF YAZOO CITY BOARD APPOINTMENT POLICY

### Appendix A

## City of Yazoo City Boards, Committees, & Commissions

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### **Statement of Commitment and Responsibilities**

To serve on a municipal board, committee, or commission is a rare privilege. With this honor comes considerable responsibilities, obligations, and expectations. The Board of Mayor and Aldermen of the City of Yazoo City has chosen to clarify what we expect of one another and to remind ourselves of our ongoing individual responsibilities. This statement is intended to help those who are asked to consider joining the municipal boards, committees, and commissions to understand more fully what is expected, and is also intended to guide the Board of Mayor and Aldermen in its review of the overall contributions of each incumbent appointee who is considered for re-nomination to a new term.

Together with results of written self-assessments completed by appointees prior to consideration for re-nomination, the Board of Mayor and Aldermen will reference the criteria in this statement, among other pertinent factors consistent with Board Policies, in exercising its best judgment on behalf of the City of Yazoo City.

The City of Yazoo City has benefited greatly from the devotion, service, intellectual contributions, ethical behavior, and philanthropy of many by virtue of their dedication, affection, and generosity that help to ensure that the City of Yazoo City will faithfully serve this and future generations. Those of us who have been chosen to serve as fiduciary members for a period of time - to safeguard the City's assets and to foster its capacity to serve others - enthusiastically and without reservation accept the following additional responsibilities as evidence of the commitment of each board, committee, and commission appointee.

### **MEMBERS OF ALL CITY BOARDS, COMMITTEES, AND COMMISSIONS WILL:**

1. Adhere to the guidelines and procedures outlined in the Board Appointment Policy for the City of Yazoo City.
2. Contribute to the Board's efforts to sustain and advance the City's mission, integrity, traditions, values, reputation as an institution extraordinarily committed to service to other, civility in human relationships, and devotion to the pursuit of knowledge and truth. Each of us as an appointed member will advance initiatives that promote the City, and will influence others to be part of its work and help it to realize its goals.
3. Energetically and consistently participate in Board and Board committee meetings by preparing and participating effectively and with civility and mutual respect. Our ability and willingness to ask good and timely questions is at the heart of good membership. Also as the heart of good membership is a strong collaborative relationship among appointed members. Each of us will get to know our fellow constituents personally to enhance our working relationships.
4. Conduct ourselves in word and action - whether we are a voting or non-voting member - from the perspective that we serve, individually and collectively, the whole institution rather than any one part of it, or any individual or group within it or outside of it.



## CITY OF YAZOO CITY BOARD APPOINTMENT POLICY

5. Be thoughtful in how we represent the City of Yazoo City through our actions and words. We know that as individuals our actions and conversations can carry great weight.
6. Avoid bringing even the appearance of a conflict of interest to our board activity. Each of us is expected to comply with the Board's conflict-of-interest policy, including the disclosure requirements. Should we be uncertain whether a particular circumstance entails an actual or potential conflict, disclosure should be made in accordance with the conflict-of-interest policy.
7. Strictly maintain the confidentiality of the Board's executive sessions, especially but not only with respect to sensitive personnel matters. Safeguarding our institution's reputation and integrity and the right of individuals to appropriate privacy are among our responsibilities as individual appointees.
8. Participate, as requested by the Board of Mayor and Aldermen, in a self-assessment survey designed to help the committee review our service.

The Board of Mayor and Aldermen shall strive to ensure that each board, committee, and commission and its members are substantially engaged in strategic and other fiduciary matters that bear on the City. In return for each member's best efforts to adhere to the expectations set out in this statement, the Board of Mayor and Aldermen will exert their best efforts to help all boards, committees, and commissions, in turn, to use well the appointed time as board members. By doing our best to understand and to be informed about the unique institution we hold in trust for posterity and by committing ourselves to the enterprise, we will leave our boards, committees, and commissions stronger, more vital, and even more consequential than they were when we entered their service.

**By affixing my signature to this statement of commitment, I acknowledge the requirements, duties, and responsibilities I have as an appointed member to my board, committee, or commission. I understand that I am agreeing to meet and uphold the expectations of this position.**

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**Print Name**

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**Signature**

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**Date**