

RESOLUTION NO. 322

**A RESOLUTION OF THE CITY OF UNIVERSITY PLACE, AMENDING RESOLUTION NO. 296, CITY COMMISSIONS AND COMMITTEE RECRUITMENT PROCESS**

WHEREAS, to insure fairness and consistency in the recruitment process for appointments to vacancies on City Commissions and Committees, the City Council adopted Resolution No. 296, formalizing the application and recruitment process;

WHEREAS, the Council finds it necessary to amend the application process to provide for additional provisions regarding the establishment of a Screening Committee, NOW, THEREFORE,

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF UNIVERSITY PLACE AS FOLLOWS:**

Section 1. Amending Resolution No. 296, Step Three of the City Commission/Committee Recruitment Process. Resolution No. 296, Establishing City Commission/Commission Recruitment Process shall be amended as follows:

**STEP 3**

- City Council appoints a Screening Committee consisting of three Councilmembers, two members of the Commission/Committee, and one staff support when more than three applicants apply for one vacant position. When three or fewer applicants apply for one vacant position, the City Council shall serve as the Screening Committee.
- Screening Committee will review all the materials submitted by applicants.
- Guidelines for Screening Committee process will be developed in consultation with the Human Resources Department.
- Screening Committee will verify references of top candidates.
- Screening Committee will forward to the City Council all application materials, reference report, and will recommend those candidates to be interviewed. Normally, no more than three applicants should be interviewed for one vacancy.

Section 2. Effective Date. This resolution shall take effect immediately upon adoption.

**ADOPTED BY THE CITY COUNCIL SEPTEMBER 4, 2001.**

  
Lorna Smith, Mayor

**ATTEST:**

  
Catrina Craig, City Clerk