# RESOLUTION 26-02

## A RESOLUTION OF LEWISTON CITY ADOPTING A BOARD AND COMMISSION APPLICATION AND APPOINTMENT POLICY

WHEREAS, Lewiston City appoints residents to serve on various boards, commissions, councils, and committees; and

WHEREAS, the City Council desires to establish a uniform process for advertising vacancies, receiving applications, reviewing applicants, and making appointments to Lewiston City boards, commissions, councils, and committees; and

WHEREAS, the City Council finds that an open and consistent application process will encourage public participation, provide equal opportunity for interested residents, and assist the City in selecting qualified individuals; and

WHEREAS, this process is intended to supplement, and not replace, the appointment authority and requirements established by applicable state law and city ordinance;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Lewiston City, Utah, as follows:

1. **Adoption.**
   The Lewiston City Board and Commission Application and Appointment Policy, attached as Exhibit A, is hereby adopted.
2. **Applicability.**
   This policy applies to appointments and reappointments to all Lewiston City boards, commissions, councils, and committees unless a different process is required by state law or city ordinance.
3. **Current Appointments.**
   This resolution does not affect the appointment or remaining term of any person currently serving. The policy shall apply when an existing term expires or a vacancy occurs after the effective date of this resolution.
4. **Conflicts.**
   If any provision of this policy conflicts with state law or city ordinance, the applicable state law or city ordinance shall control.
5. **Effective Date.**
   This resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED by the City Council of Lewiston City, Utah, this 20th day of October 2026.

Council Vote:

| | | |
|---|---|---|
| F. Bodily | (X) Aye | ( ) Nay |
| Morrison | (X) Aye | ( ) Nay |
| Simper | (X) Aye | ( ) Nay |
| Trexler | (X) Aye | ( ) Nay |
| Westover | (X) Aye | ( ) Nay |

Brady Bodily, Mayor

CITY OF LEWISTON CORPORATE SEAL UTAH

ATTEST:

Chris Barr, City Recorder

# EXHIBIT A

## LEWISTON CITY

## BOARD AND COMMISSION APPLICATION AND APPOINTMENT POLICY

1. **Purpose**

   The purpose of this policy is to establish an open, consistent, and transparent process for appointments to Lewiston City boards, commissions, councils, and committees.

2. **Notice of Vacancies**

   When a vacancy occurs or a member's term is approaching expiration, the City shall provide public notice of the available position.

   Notice may be provided through the City website, social media, newsletter, public notice board, or another method reasonably calculated to inform interested residents.

   The application period should remain open for at least fourteen calendar days. The City Council may shorten or extend the application period when circumstances reasonably require it.

3. **Applications**

   Any person interested in serving shall submit the City's standard board and commission application by the stated deadline.

   Applications should include:

   a. The applicant's name and contact information;
   b. Confirmation that the applicant meets applicable residency and eligibility requirements;
   c. The board, commission, council, or committee for which the person is applying;
   d. The applicant's relevant experience, qualifications, and interests;
   e. The applicant's reasons for wanting to serve;
   f. The applicant's ability to attend scheduled meetings; and
   g. Any potential conflicts of interest.

   A current member seeking reappointment shall submit an application in the same manner as other interested applicants.

   Submission of an application does not guarantee an interview or appointment.

4. **Eligibility Review**

   City staff shall review applications to confirm that applicants meet applicable residency, qualification, and eligibility requirements.

   An application shall not be excluded from consideration based on subjective qualifications without review by the appointing authority.

5. **Distribution and Review**

   All eligible applications shall be provided to the mayor and each member of the City Council.

   The mayor and City Council may review applications, interview applicants, request additional information, or discuss applicants during a properly noticed public meeting.

   When permitted by the Utah Open and Public Meetings Act, the City Council may enter a closed meeting to discuss an applicant's character, professional competence, or physical or mental health. No appointment or final action may be approved during a closed meeting.

6. **Recommendations**

The affected board, commission, department head, staff member, or assigned councilmember may review the applications and provide a recommendation.

Any recommendation is advisory only and does not bind the mayor, City Council, or other legally designated appointing authority.

No board, commission, individual councilmember, or staff member may appoint a person unless that authority is specifically granted by state law or city ordinance.

7. **Appointment**

Appointments shall be made by the appointing authority established by applicable state law or city ordinance.

When the City Council is the appointing authority, the appointment shall be considered and approved by vote during an open public meeting.

When the mayor or another official is authorized to make an appointment subject to City Council advice, consent, confirmation, or ratification, the appointment shall be presented to the City Council during an open public meeting.

The meeting agenda shall identify the board, commission, council, or committee for which an appointment will be considered.

8. **Selection**

Appointments shall be based on the applicant's eligibility and fitness for the position, including relevant experience, interest, availability, ability to work with others, and commitment to serving the community.
Appointments shall also comply with any geographic, occupational, or other composition requirements established by applicable state law or city ordinance.

The City is not required to appoint an applicant solely because the applicant is the only person who applied. The application period may be reopened if the appointing authority determines that additional applicants should be considered.

9. **Public Records**

Applications and related records shall be maintained and disclosed in accordance with the Utah Government Records Access and Management Act and the City's approved records classification and retention practices.

10. **Vacancies**

A vacancy occurring before the expiration of a term shall be filled using the same application and appointment process unless state law or city ordinance requires otherwise.

A person appointed to fill an unexpired term shall serve for the remainder of that term unless otherwise provided by law.

11. **Administration**

The mayor, City Recorder, and other appropriate City staff are authorized to create and maintain a standard application form and take reasonable administrative actions necessary to implement this policy.

Administrative changes may be made to the application form, provided that those changes do not alter the appointment authority or the substantive requirements of this policy.