

**CITY OF CASTLE PINES  
RESOLUTION NO. 22-27**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CASTLE PINES,  
COLORADO ADOPTING A BOARD AND COMMISSION RECRUITMENT PROCESS  
POLICY**

WHEREAS, the City Council is authorized under Article IX of the Home Rule Charter to create boards and commissions and to make appointments to such boards and commissions; and

WHEREAS, the City Council has created various boards and commissions by ordinance, as codified in Chapter 2 of the Municipal Code; and

WHEREAS, in making appointments to such boards and commissions, the City Council desires to formalize an appointment and recruitment to provide guidance to City staff, interested applicants and citizens of the community; and

WHEREAS, to provide guidance to City staff, interested applicants and citizens of the community, the City Council desires to formalize an appointment and recruitment process through the adoption of the attached Castle Pines Board and Commission Recruitment Process policy.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CASTLE PINES, COLORADO:

Section 1. The City Council hereby adopts the Castle Pines Board and Commission Recruitment Process policy, attached hereto as **Attachment 1**, and authorizes City staff to publish such document on the City's website.

Section 2. This Resolution is effective upon adoption.

**INTRODUCED, READ AND ADOPTED AT A REGULAR MEETING OF THE  
CITY COUNCIL OF THE CITY OF CASTLE PINES, COLORADO** by a vote of 6 in favor, 0 against this 14th day of June, 2022.



ATTEST:

DocuSigned by:  
*Tobi Duffey*  
AD03A3B03032489  
Tobi Duffey, CMC, City Clerk

BY:

DocuSigned by:  
*Tracy Engerman*  
10352126594545A...  
Tracy Engerman, Mayor

Approved as to form:

DocuSigned by:  
*Linda C. Michow*  
5211DE99D8FF441...  
Linda C. Michow, City Attorney

**ATTACHMENT 1**  
**2022 CASTLE PINES BOARD AND COMMISSION RECRUITMENT PROCESS**



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## **Castle Pines Board and Commission Recruitment Process Policy**

### Purpose

To establish procedures for the announcement of Board, Commission and Committee vacancies, review of applications and appointment of members. This process will apply to all Boards and Commissions established by ordinance. The goal of the process is to establish procedures that open opportunities for membership to all interested persons and to provide guidance on the procedures used to manage the appointment process.

### Annual and Periodic Appointment Process

Beginning in 2022, all Board and Commission terms will expire on March 1<sup>st</sup> to create a consistent annual appointment process. Vacancies that occur during the middle of a term will be filled as they occur, with the new appointee filling the remaining portion of the term. For purposes of counting full terms, an appointment to complete a partial term will not be counted.

### Application for Appointment

The City Clerk shall prepare an application form for interested persons to complete and submit as a condition of consideration for appointment. Information concerning the application process and the application form will be maintained on the City's website. Applications will be accepted in response to announcements of vacancies.

The City Clerk will maintain a list of all applicants not appointed during any recruitment process for a period of ninety (90) days. If another vacancy is created on the Board or Commission within such ninety (90) day-time period, City Council may appoint an applicant from the list without advertising the vacancy or re-interviewing the applicant.

### Announcement of Vacancies

The City Clerk shall post vacancies on Boards and Commissions via the City's website and social media platforms for a minimum of two (2) weeks. If not enough applications to cover the number of vacancies are received, the City Clerk may extend the deadline and continue to extend the deadline until a sufficient number of applications is received. The City Clerk will schedule and coordinate the interview process with City Council.

### Reappointment of Incumbent Members

The City Council recognizes the value of allowing members to serve for more than one term. Special consideration should be given to Board and Commission Members who are not yet at the end of their term limitations and wish continue to serve. Partial terms will not be counted as a full term, consistent with City Council terms.