

Memo

To: Village President
From: Robert Kosin, Director of Administration
CC: Board of Trustees
Date: May 27, 2014
Re: Nomination Process

Attached was prepared by Trustee Harrington for discussion of the existing process to review nominations to the Boards, Commissions and Committees.

The present process does not have a qualification provision other than the following...

RESIDENCY

Plan Commission VBH 2-2-2

ZBA VBH 2-4-1

BENEFICIARY

Police Pension Board VBH 2-7-2

ABILITY AND EXPERIENCE

Board of Health VBH 2-6-2

Equestrian Commission VBH 2-8-2

SERVICE AFFILIATION

Equestrian Commission VBH 2-8-2

PRACTICE

Plan Commission (Landscape)

Ideas for improving the process of vetting committee nominees

1. Establish general criteria for committee positions

- Highest integrity;
- Appropriate skills, experience and other characteristics;
- Be free of any conflict of interest that would interfere with the proper performance of their responsibilities as committee member;
- Ability to work well with others;
- Willingness and ability to devote sufficient time;
- Have capacity and desire to represent the best interests of residents as a whole;
- any other specific criteria pertaining to specific skills, experience, expertise, background and other characteristics that should be represented on the committee to enhance its effectiveness taking into account the particular needs of the committee.

2. Develop and utilize a standardized questionnaire/profile/application to be submitted by nominees.

- Include: basic biographical data, community service, memberships, occupational experience, personal interests, awards/recognition, involvement/responsibilities with other municipalities/non-profits/committees, etc.
- Short statement on why they want to serve and how/why they believe they add value to the committee.

3. Introductory Meetings or “Meet and Greet”

- Nominee available for 2-3 hour time commitment at village hall with 20-30 minute time slots for trustees and committee heads to sign up and meet and get to know prospective nominees.
- Scheduling could be facilitated by village clerk.

4. Involve Trustee committee liaison and Committee Chairs in nominee development and screening process.

- Satisfactory assessment from liaison and Chair would be a positive.

5. Identify specific process for prospective nominees to be formally considered for committee appointments.

- How put forward names for consideration?
- What is process for letting those who show interest know that they have been considered?

6. Consider utilizing a Nomination Committee or “caucus”

- Purpose is to identify qualified nominees for committee assignments on independent basis.
- Reduces or eliminates actual or perceived patronage and partisanship.