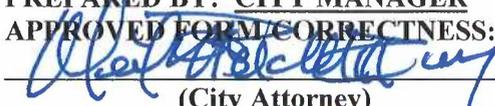


RESOLUTION

A RESOLUTION OF THE
COUNCIL OF THE CITY OF
COOKEVILLE, TENNESSEE,
ADOPTING A FORMAL POLICY
FOR PUBLIC APPLICATIONS TO
CITY BOARDS AND
COMMISSIONS

RESOLUTION NUMBER: R25-07-11
REQUESTED BY: CITY COUNCIL
PREPARED BY: CITY MANAGER
APPROVED FOR CORRECTNESS:

(City Attorney)
ADOPTED: 7-17-25
MINUTE BOOK _____, PAGE _____

WHEREAS, the City of Cookeville currently does not have a formal policy governing public applications to city boards and commissions; and

WHEREAS, the City Council recognizes the importance of public engagement, transparency, and the need for a clear, consistent process for individuals seeking to serve on boards and commissions; and

WHEREAS, the City Council desires to adopt a policy that provides guidance for the submission, review, and retention of applications, while affirming the discretionary authority of the Council in all appointments;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COOKEVILLE that the following Appointment Policy for Boards and Commissions is hereby adopted and shall remain in effect until amended or repealed by further action of the City Council:

CITY OF COOKEVILLE

APPOINTMENT POLICY FOR BOARDS AND COMMISSIONS

Purpose

To clarify the process for public applications to city boards and commissions while preserving full City Council discretion and supporting long-term engagement and transparency.

1. Application Availability and Submission

- a. A single standard application form shall be used for all boards and commissions.
- b. Applicants must submit a separate application for each board for which they wish to be considered.
- c. Applications may be submitted at any time and are available on the City's website or at City of Cookeville Municipal Building.

2. Public Notification and Advertising

- a. The City's official method of public notice shall be placing board and commission appointments on the City Council agenda as part of a duly noticed public meeting.

- b. To support public transparency, board and commission members and their term expirations should be easily accessed on the City's website.
- c. No additional advertisement is required beyond public agendas and meetings.
- d. Broader outreach may be conducted at the discretion of the City Manager.
- e. The application process aids the Council's decision but isn't mandatory for appointment.

3. Review and Appointment Process

- a. This policy does not alter the official appointment process.
- b. Applications serve as a resource to inform the Council, not a requirement or guarantee of consideration.
- c. The City Council retains complete discretion to appoint individuals with or without submitted applications.
- d. No formal ranking or scoring of applications is required.

4. Application Retention and Review Policy

- a. Applications will be kept on file for up to seven (7) years, unless withdrawn.
- b. Applicants will be asked to verify or update their application at least once every three (3) years to remain active.
- c. If the City is unable to reach an applicant during this process, the application will be archived and no longer considered.
- d. Applicants are encouraged to keep their contact information and areas of interest up to date.
- e. When a position becomes available and reappointment is not pursued, the City Manager may review verified applications on file and share them with the Council.

5. Special Considerations

- a. **Reappointments:** Incumbent members in good standing may be reappointed without submitting an application.
- b. **Discretionary Appointments:** The Mayor and Council may appoint qualified individuals regardless of whether an application has been submitted.
- c. **Vacancies:** The City Manager may, at their discretion, consult directly with Council members, department heads, or community leaders to identify candidates when appropriate.
- d. **Application Updates:** Applicants may update or amend their information at any time.

ADOPTED AND EFFECTIVE THIS 17th DAY OF JULY, 2025


Laurin Wheaton, Mayor

ATTEST:



Darian Coons, City Clerk