



CITY OF ALBANY ADMINISTRATIVE PROCEDURES

ADVISORY BODY APPOINTMENT PROCEDURES

PURPOSE:

To outline the process for appointment to a City Advisory Body to the City Council.

PROCEDURE:

Appointments to Advisory Bodies are made by the Members of the City Council.

In accordance with the City Charter, Section 3.23, and City Council Resolution No. 08-59, the term for appointees to Advisory Bodies begins no sooner than January 1, following the certification of the results of the General Municipal Election held for Council Members.

Appointees to Advisory Bodies are to serve for a term of two years, and for an interim period of up to 45 days until reappointed or replaced.

The following process is required for all prospective applicants seeking appointment to a City Advisory Body:

1. All Applicants (*including existing appointees seeking reappointment*) complete and submit the “Application for Appointment to a City Advisory Body” provided on the City’s website: <http://www.albanyca.org/index.aspx?page=97>
2. City staff forwards applications to the City Council Members for consideration.
3. City Council Members inform the City Clerk’s Office of appointments.

Appointment Process:

- The majority of appointments to Advisory Bodies are individual appointments by each Council Member.
- Appointees to the Planning & Zoning Commission are individual appointments by each Council Member, affirmed by the Council in accordance with Albany Municipal Code Section 2-18.1.
- For “At-Large” Appointments, an applicant will be nominated and must be affirmed by the Council.

Appointee Notification & Orientation:

- All applicants appointed to Advisory Bodies will be notified by the City Clerk’s Office.
- Appointees are required to participate in an Advisory Body training course.
- Appointees to Commissions and Boards must take an Oath of Office provided by the City Clerk. The City Clerk will attend the Advisory Body meeting to conduct the Oath of Office.