



Memo

Date: 26 June 2025
To: Mayor, City Council and Staff
Cc: File
From: Brad Wilson, City Recorder
RE: Appointment Process for Commission and Committee Members

Several council members suggested changing the appointment process for commission and committee members. The request came in part because of SB 174 and the singular role that the Planning Commission now plays in some land use approvals.

The Municipal Code states the following regarding appointments and vacancies (Commission is used to reference all commissions and committees):

2.03.040 Mode of Appointment and Filling Vacancies

- A. Any vacancy in the Commission membership shall be advertised in a newspaper of general circulation, posted in three public places and on the official Midway City web site. Applications shall be accepted for a minimum of 14 days following the advertisement and posting. The Mayor, with the advice and consent of the City Council, shall appoint a new Commission member after appropriate review of the applications and interviews. Reappointments of existing Commission members may be made without advertising the vacancy.
- B. Commission members shall be selected in accordance with the following policy adopted by the City Council.
 - a. Commission members shall be full time residents and have lived in Midway City for a period of at least one year immediately prior to their appointment.
 - b. In making appointments to the Commission, the Mayor and the City Council will assure diversity in the membership to the extent practicable by considering all relevant factors such as geographic diversity, socioeconomic factors, cultural influences, and similar criteria.
 - c. Commission members shall be selected without respect to political affiliation.
- C. The Mayor, with the advice and consent of the City Council, shall fill the unexpired term of any member whose office becomes vacant.

- a. A member's office automatically becomes vacant if the member establishes residence outside of the City, or lives outside of City boundaries for a continuous period of more than 60 days.
- b. A member's office automatically becomes vacant if the member misses more than 25 per cent of the Commission's scheduled meetings during any twelve month period. The Mayor, with advice and consent of the City Council, may waive this action should it be determined there are circumstances that so justify.
- c. Any member may be removed for cause by the City Council upon written charges and after a public hearing, if such a hearing is requested by the Commission member.

Other sections of the Municipal Code state that vacancies in positions shall be filled by "...a recommendation to and confirmation by the City Council."

The phrase "advice and consent" generally means "approve or reject", "concur and approve", or "consult and approve".

Changes to the appointment process must be done by ordinance.

Please contact me if you have any questions.