

## **Standard Operating Procedures for Succession**

WPB (Special Service Area #33)

This policy applies to all interested candidates and incumbents whose seats are expiring.

### Definitions

Interested candidate: a person who is interested in becoming a Commissioner, but who does not currently serve as one.

Open seat: a seat on the Commission that is vacant, or a seat on the Commission that will be open at the end of term of an incumbent. A seat will be considered "open" even if the incumbent has expressed a desire to continue to serve.

### Procedure

1. Chair or Co-Chair send email to all Commissioners with terms to expire that year to determine which incumbents will be seeking another term. (JANUARY)

2. Advertise that aldermen will make appointments to fill open Commission seats. Use variety of outlets: local newspaper, website, meetings, email lists: Chamber, SSA, aldermanic offices, DSMA, BCO, WPC, other local organizations. (POST ON WEBSITE - ONGOING, OTHER OUTLETS JANUARY - APRIL)

(Advertising/posts should direct people to contact Program Manager for application packet. Website can also have all required documents available for download.)

3. Receive applications from interested candidates and incumbents. (DUE APRIL, 2 weeks prior to Exec Committee meeting)

Application package to include:

- City application
- Signed commitment letter
- Signed form indicating receipt and understanding of current by-laws, service provider agreement, and SSA conflict of interest statement
- Other required City documents (Child Support Affidavit, Principal Profile Form, and Statement of Financial Interest) will be provided for reference, but are not required at this point in the process. Applicants should be prepared to complete these documents if they receive aldermanic approval.
- Resume
- Brief letter describing why they want to be a commissioner and what they hope to accomplish as a commissioner, what committees they are interested in; in the case of an incumbent, a brief letter describing what they have accomplished as a commissioner as well as what they hope to accomplish in another term
- List of addresses owned or rented in the SSA District
- Other neighborhood affiliation (Chamber member, BCO, WPC, etc)

*(Applications must be complete in order to be considered for a Commissioner position. Late applications will be kept on file for subsequent open seats.)*

4. Applications received by aldermanic offices will be forwarded to SSA office for inclusion in application review process. SSA will also provide copies of all applications received to aldermen. (APRIL)
5. Applicants interviewed by Executive Committee. Incumbents will not be interviewed. (MAY – interviews to take place during committee meeting, approx 15 minutes per candidate)
6. Submit application packets of qualified applicants (both interested candidates and incumbents) to both Aldermen with letter indicating Executive Committee recommendations. Also communicate with City that applications have been forwarded to Aldermen's offices. (JUNE 1)
7. One member of Executive Committee shepherd the applications through the Alderman's office and into City Hall. By the end of June, confirmation from Aldermen regarding which applications have been forwarded on to City Hall for final approval. During this time, applicants will be required to complete additional City documentation, listed in step 3.  
(JUNE THROUGH SEPTEMBER)
8. New Commissioners attend Commission meetings as audience members until formally approved by City Hall/Mayoral appointment. (ATTEND MEETINGS IN JULY (AFTER PRELIMINARY APPROVAL OF ALDERMEN), AUGUST, AND SEPTEMBER. MAY PARTICIPATE OFFICIALLY IN SEPTEMBER MEETING DEPENDING ON DATE OF APPOINTMENT.)