



## STAFF REPORT

Meeting Date: April 4, 2016  
Agenda Item #: 8c

TO: Mayor and Town Council  
FROM: Lisa H. Anglin, Town Clerk  
THRU: Susan Parker, Town Administrator  
TITLE: Procedure for Interviewing Candidates for Boards or Council created Positions

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**Summary:** Council met on March 7, 2016 and discussed the procedure. The following is an excerpt from that meeting:

Discussion Concerning Procedure for Interviewing Candidates For Board of Adjustment, Planning Board Members and other Positions Created by Council

The Council discussed the existing procedure for interviewing candidates for Council appointed positions which consists of the applicants providing written answers to the Council approved questions depending on which positions is sought followed by a private interview with two (2) Council members. The interviewing Council members then make an appointment recommendation to the Council. The Council reviewed the suggested question deletions provided by Mayor Pro-Tem Scott. The Council reached a consensus to maintain the existing procedure but to rotate which Council members are conducting the interviews. Councilman Larkin and Councilman Benton will perform the interviews for the Board of Adjustment vacancy and term expiration positions currently available.

Mayor Pro-Tem Scott and Councilman Cerrato had additional questions concerning the procedure so the item was placed on the April 4, 2016 agenda for further discussion.

**Background:** The past procedure followed when a position was available was to advertise the position and accept letters of interest or resumes. The Town Clerk would provide each applicant with the appropriate set of questions to answer. Once the deadline to apply passed and the questionnaires were completed, the Interview Panel was contacted to review the completed questionnaires and establish the interview schedule. The Interview Panel was comprised of two (2) Council members who interviewed all the candidates and reported back to Council with an appointment recommendation(s).

**Recommendation:** Council is requested to determine the desired procedure for Staff to follow when soliciting candidates for Boards/Committees appointment consideration.