

Memo

To: Alder Mark Clear, Council President

From: Mayor's Office

Date: September 1, 2010

Re: Committee Appointment Process

Background

The City of Madison has 87 committees made up of 840 citizen appointments and 107 alder appointments. In addition, the mayor makes 12 alder appointments and 44 citizen appointments to 19 non-city committees. In 2009, the mayor appointed and the Council confirmed 499 appointments, including alders and citizens, for both appointments and reappointments.

Process

In order to be appointed to a city committee, citizens must complete an application and statement of interest form. That information is coded and entered into the committee appointment database. The mayor holds monthly meetings with policy staff, committee appointment staff and the Department of Civil Rights Director to review vacancies and make appointments. In reviewing these vacancies, the mayor takes several factors into account.

- **Existing candidates and recruitment:** The mayor generally starts by reviewing existing applicants for each vacancy. He and staff may also do additional recruitment to broaden the pool of candidates.
- **Qualifications:** Professional skills and expertise pertinent to the committee are considered. Many applicants are asked to provide a resume and further information about their experience in the field of work for the committee for which they are applying.
- **Recommendations from Alders:** Recommendations from alders are highly valued in the appointment process. Attached to this memo is a report breaking out all appointments to city committees by aldermanic district. For alders wishing to make recommendations, it is best to email both Laila D'Costa as well as the mayor's liaison to the committee.
- **Diversity:** Director Nuñez participates in committee appointment meetings to aide in the recruitment and appointment of citizens that reflect the broader diversity of the city. Nuñez works with community organizations to recruit candidates of color, women and people with disabilities to meet diversity goals. The Department of Civil Rights 2009 report on the representation of women, racial/ethnic minorities and people with disabilities on city committees is attached.

- **Ideological balance:** The general makeup of a committee is considered in an effort to achieve a balance of perspectives and expertise on each body. The mayor generally tries to have a majority on key committees that reflect his basic philosophy and approach to issues.
- **Geographical balance:** The geographical makeup of a body is also considered in an effort to balance the committee with representation from various geographical areas of the city.
- **Years of Service:** As a general rule, citizens serving more than 10 years on a specific city committee are not reappointed unless there is an extraordinary circumstance that justifies reappointment.

In addition to these considerations, many seats require specific professions or qualifications. Some require a recommendation from community organizations, professional organizations or the Council President. Others are the designees of a committee chair or other elected officials. The mayor's office receives information on these appointments and puts them through the normal confirmation process.

In the course of reviewing these factors, the mayor's staff may meet with applicants or request additional information. In addition, both the mayor's aides and the Lucia Nuñez are responsible for additional recruitment and targeted outreach. The Department of Civil Rights provides applications and brochures promoting involvement in city committees at summer festivals, as well as on the city's website. Mayoral aides also work with Director Nuñez to meet periodically with community organizations to encourage them to apply for committees. DCR also sends email appeals for specific committees when there are openings.

The Urban League recently held a forum with the Department of Civil Rights and Ray Harmon about involvement in city committees. Suggestions from alders on additional recruitment is also highly valued in the process. Ideas for organizations or events for committee member recruitment can also be sent to the mayor's aides and Laila D'Costa.

Once the mayor makes an appointment, the information is summarized in the committee report and sent to the Council for confirmation.

Attachments: Statement of Interest Form
 Committee Application
 Appointments by Aldermanic Districts
 Department of Civil Rights 2009 Report on the Representation of Women,
 Racial/Ethnic Minorities and People with Disabilities on City of Madison
 Committees