CPL Board Member Re-appointment Guidelines

1 Re-appointment Process and Procedure

Step #1
Timeframe: March

Prospect Eligibility

- *Is the candidate eligible for re-appointment?*
- If YES, move to step #2
- If NO, move to Step #4

Step #2
Timeframe: March - April

Assessment & Analysis

- *Does it serve the best interests of the CPL to have this candidate return?*
- Board Chair requests input from current Board members, including the prospect via 1-1 meetings or online survey
- Can be conducted in tandem with Step #3

Step #3
Timeframe: April

Prospect Preference

- *Does this prospect want to serve for another term?*
- If YES, move to step #5
- If NO, move to step #4

Step #4
Timeframe: May - Sept.

Candidate Search

- Review current CPL Board skills matrix
- Determine skills required on Board
- Develop/ update position profile
- Select & orient search firm
- Conduct search

Step #5
Deadline: September Board Meeting

Submit Names

- Collect names of current Board members selected for re-appointment and top search firm candidates
- Review at September Board meeting
- Submit to City Council