

*Here is the draft list, revised from our meeting Feb. 12. I don't believe we agreed on the time period requiring notification except that five days was too long. I substituted three days instead as a proposal./Bonny*

## Draft Operating Guidelines for the Appointments Committee 2008

1. Appointments Committee must interview and approve applicants for first term on a committee.
2. Appointments Committee chair or designee should contact committee chair before Appointments Committee reappoints someone to that committee. Exception: if all Appointments Committee members agree it's not necessary to contact chairs. Committee chair should be asked whether he/she wants applicant to be reappointed.
3. Any Appointments Committee member may request that the applicant seeking reappointment be interviewed by the Appointments Committee.
4. Applicants for reappointment must first be approved by the Appointments Committee before being voted on by Council.
5. The agenda and list of applicants should be posted on the web and sent to all Council members at least three days before meeting.
6. Applicants' application and any other supporting documents should be sent to Appointments Committee members at least three days before meeting.
7. Applicants should be encouraged to attend a meeting of the committee to which they wish to be appointed.