



BOARDS AND COMMISSIONS INTERVIEW PROCESS - RESPONSES FROM OTHER CITIES

City	General Law or Charter	Boards and Commissions Interview Process Responses from Other Cities
Beverly Hills	General Law	<ul style="list-style-type: none"> • The interview panel consists of two City Council liaisons and the Chair and Vice Chair of the same Commission in which the applicant has applied. • After the interviews, the City Council makes the final appointment.
Glendora	General Law	<ul style="list-style-type: none"> • The Presiding Officer requests applicants provide a brief background on themselves and explain why they would be good for the board/commission. • The City Council asks questions. • After all interviews, the City Council appoints members.
Goleta	General Law	<ul style="list-style-type: none"> • Interviews are held before the City Council, in a conference room (not televised). • After the interviews, the City Council makes the final appointments.
Los Gatos	General Law	<ul style="list-style-type: none"> • Interviews are conducted in front of other applicants and the public during a City Council meeting. • Working to move toward a subcommittee that interviews and recommends appointments to the City Council.
Menlo Park	General Law	<ul style="list-style-type: none"> • Applicants give a two-minute introduction to the City Council at a City Council meeting. • City Council may ask questions to each applicant. • Appointments may be made at the same meeting or at the next scheduled City Council meeting.
Montclair	General Law	<ul style="list-style-type: none"> • Interview panel consists of two members of the City Council and one staff member, all appointed by the Mayor. • After the interviews, the interview board makes a recommendation for appointment at the next City Council meeting. • The Mayor makes the formal appointment, which requires approval by the City Council.

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Sunnyvale	Charter	<ul style="list-style-type: none"> • All applicants are interviewed by City Council over two evenings, each applicant allowed 15 minutes. • City Council takes a 10-minute recess after every fourth interview. • Each Councilmember can ask a question of each applicant. • Interviews are in-person, but the public can watch remotely. • After the interviews, the City Council makes the final appointments.
Thousand Oaks	General Law	<ul style="list-style-type: none"> • Individual recruitment and interviews for each board/commission. • Two Councilmembers volunteer to sit on the interview committee and interview each applicant. • Student representatives are interviewed in groups of five, with interviews lasting 5-15 minutes. • The staff liaison provides the interview questions, and the Interview Committee brings their nominations to City Council within one month of the interviews. • City Council reviews the nominations and makes the final appointments.
Torrance	Charter	<ul style="list-style-type: none"> • Applicants contact the City Council directly after their application is approved by the City Clerk's office. • All applicants are required to complete a two-hour Commission Certification class. • City Council interviews applicants in their offices, and appointments are made at a City Council meeting.
Walnut Creek	General Law	<ul style="list-style-type: none"> • Applicants are interviewed at a Special Meeting, which is not recorded. • Applicants wait outside until it's their turn. • Multiple candidates may be interviewed at the same time if there are many applicants. • The City Council discusses at the end and motions for an appointment or further direction.
Yorba Linda	General Law	<ul style="list-style-type: none"> • City Council interviews all applicants for the commissions during a special meeting. • Each applicant is given 10 minutes for their interview. • City Council asks each applicant the same questions from a list approved by the Department Head and City Manager. • The questions are not shared with City Council until the evening of the meeting. • City Council is provided with a rating sheet to rank applicants. • After the interviews, the Mayor asks Council to name their top 2 or 3 choices and appoints by a majority vote.