

TIMELINE / PROCEDURE FOR INTERVIEWING CANDIDATES FOR ADVISORY MEMBERS TO CPARB

1. Determine need to select new members
2. Place need to secure members on the agenda
3. Contact our liaison with the City Clerk's Office
Clerk's Office contacts PR department to create a press release
Committee chairperson checks release for dates and times
From date of release to last day to receive applications is about three weeks
Committee chairperson, with aid of Clerk's Office, sets up place to hold interviews for two consecutive Saturdays or evenings
Clerk's Office dates and duplicates applications it has received
Applications distributed to all CPARB members
Committee chairperson speaks with each applicant and arranges time for interview
Committee meets with applicants and determines ranking of applicants
Results presented at next regular CPARB meeting
Applicants informed by committee chairman of their acceptance and asked if they are still willing to serve
Letters sent to them by City Clerk's Office and also CPARB regarding their approval
Applicants invited to next meeting at which they will be introduced as advisory members
4. CPARB sends letter to City Clerk's CPARB liaison with thanks for all of her help. Letter sent to her supervisor with same message.

TIMELINE FOR SELECTING NEW ADVISORY MEMBERS TO CPARB

September 15 (at the regular meeting)

1. Approve press release
2. Submit press release to appropriate agencies and start publicizing vacancies
3. Approve interview questions and letters

November 5 (Friday)

Deadline for submitting letters of interest

November 10 (Tuesday)

Copies of applications sent to Board members for their review -- to be discussed at the November meeting

November 17 (at the regular meeting)

Board members select applicants to be interviewed.

November 24

Send out letters to selected applicants to schedule interviews

December 5 and December 12

Conduct interviews

December 22 (at the regular meeting)

Make the final selection of the four advisory members to CPARB

December 23

Send out letters of selection / rejection to all applicants

January 19 (at the regular meeting)

New advisory members begin attending CPARB meeting