

MEMBERSHIP COMMITTEE AGENDA ITEM DETAIL SHEET

ISSUE: How does the Membership Committee wish to address new/incoming Council applications when no Council vacancies exist?

SUMMARY: The Council does not currently have any vacant positions. SCDD does not have guidelines in place to address how incoming applications should be processed when the Council is full.

DISCUSSION: Applicants interested in serving on the Council, or on a Regional Advisory Committee (RAC), complete an online application found on the SCDD website. Staff processes these applications so that they can be reviewed by the Membership Committee. SCDD typically receives between six and fourteen applications per month.

Given that the Council is full, it may not be necessary for the Membership Committee to review Council applications in the near future. The Membership Committee has at least several options going forward, including the following (or a combination thereof):

- 1) Continue to review new applications on a regular basis (i.e. continue to schedule Membership Committee meetings every few months). In this scenario, applications could be reviewed and categorized for future action.
- 2) Only review new Council applications after a vacancy occurs (i.e. postpone scheduling Membership Committee review of new applications).
- 3) Add a note on the application introduction stating, "Please note that the Council is currently full. Applications for the Council will be processed when a vacancy occurs." This would inform applicants that there may be a delay in processing their application.
- 4) Stop accepting new applications until after a vacancy occurs. Applicants who intend to submit an application would receive a notice stating, "The

Council is currently full and not accepting new applications at this time.
Please contact us again in the future.”

RECOMMENDATION: Staff recommendation is that the Membership Committee review Council applications, categorize them for future action, and add language to the application introduction indicating the Council is currently full.

COUNCIL STRATEGIC PLAN OBJECTIVE: N/A

ATTACHMENTS: None

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