

ORDINANCE 1794

AN ORDINANCE DEFINING THE TOWN OF MUNSTER, INDIANA NOMINATING COMMITTEE

WHEREAS, The Town Council of the Town of Munster, Lake County, Indiana is the municipal legislative body of the unit; and

WHEREAS, the Town Council desires to have a Nominating Committee composed of residents of the Town of Munster who are experienced and interested in the activities of Town Government; now, therefore, be it

ORDAINED AND ENACTED by the Town Council of the Town of Munster, Lake County, Indiana, as follows:

A. Purpose

1. The purpose of the Nominating Committee is to submit to the Munster Town Council recommendations of qualified citizens to be considered for appointments to commissions, boards and committees of the Town of Munster.

B. Organization, Structure and Term of Office of Members

1. The Nominating Committee will report directly to the President of the Munster Town Council.
2. The Nominating Committee shall be composed of not less than seven (7) nor more than nine (9) members. The members shall serve at the sole discretion and pleasure of the Town Council who shall always retain the unrestricted right to remove any member at any time.
3. The terms for members of the Nominating Committee shall coincide with the terms of the Town Council.
4. In an effort to provide as diverse committee make-up as possible, the membership of the committee may be:
 - a. One member appointed from each municipal voting ward within the Town of Munster.
 - b. One member who voted in the last primary election and elected to take a ballot from the Democratic party.
 - c. One member who voted in the last primary election and elected to take a ballot from the Republican party.
 - d. Not less than one (1) member nor more than two (2) members may be appointed without regard to residency or political affiliation.
5. While a member of the committee, no member shall hold any other elective or appointive office including, but not exclusively, that is in any way related to the Town of Munster or its component parts or divisions.
6. The committee shall elect its own Chairman and other officers as necessary.
7. The Town Council President shall serve as an ex-officio member of the committee.
8. The Clerk-Treasurer shall provide staff support to the Nominating Committee.

C. Process of Making Nominations

1. Nominating Committee members and members of their immediate families are not to be considered as candidates for appointment to boards, commissions or other committees during their term of office or for six (6) months thereafter.
2. All incumbent members of boards, commissions, and committees are to be considered as applicants for reappointment, unless otherwise directed by the Town Council. The Town Council will try to inform the Nominating Committee thirty days in advance of the intentions to reappoint.
3. The committee will screen all applicants, including interviews as appropriate, prior to making any recommendations to the Town Council. Each recommended nominee shall have been personally interviewed by the Nominating Committee within twelve months of the date of recommendation.
4. The committee shall submit to the Council for consideration not less than two (2) nor more than three (3) nominees for each position to be filled by the Council. The recommended names shall be submitted to the Council within thirty days after notification that a position is vacant.
5. Unless directed to do otherwise by the Council, committee recommendations shall be forwarded in alphabetical order without a ranking of preference. A copy of the candidate's most current application is to be forwarded for each person recommended.
6. The Town Council may elect to conduct further interviews of those individuals recommended by the Nominating Committee.
7. Although it is the intention of the Town Council to make appointments from among the recommendations of the Nominating Committee, if it finds that the candidates submitted by the Nominating Committee are not acceptable for specific appointments, it may reject said recommendations and request additional recommendations.
8. The committee Chairperson will be notified, prior to public announcements, of appointments to be made.
9. An individual recommended by any person or organization shall not be committed to that person or organization for any actions taken while serving as a member of the board, commission, or committee of the Town of Munster. Likewise, person or organizations making recommendations will not have any further commitments in regard to recommendations made.

D. Administration

1. The Clerk-Treasurer is to maintain a manual showing present boards, commissions and committees for which nominations are to be made. The manual is to include:
 - a. Authorized levels of committee membership, length of terms of office, current expiration dates of existing appointments and any political affiliation requirements that may be required under Indiana Statute.
 - b. A reference to the specific ordinances or resolutions which establish and/or outline duties of each board, commission or committee.
 - c. Statement of the responsibilities of each board, commission or committee.
2. The committee is to make it well know publicly, through the press and through other means, the need for recommendations for nominations. The Town will

supply stationery and postage as is necessary. Application forms can be given out individually or can be sent out by the Clerk-Treasurer's office.

3. The file is to be retained by the Clerk-Treasurer's office.

E. Confidentiality and Communications.

1. All transactions of the committee shall be confidential to the extent they are personnel matters. All meetings are considered executive sessions to the extent there are eligible applicable state laws and the Munster "Open Door Sunshine Law Adopting Policy" shall be met.
2. Persons serving on this committee shall not divulge all or any part of the information or transactions except to the Town Council.
3. Any requirements for statement to the media (press) will be referred to the Town Council.

F. Compensation

1. Each member of the Nominating Committee shall receive a stipend of \$50.00 per meeting attended, payable quarterly in arrears, not to exceed \$600.00 per year or as allowed in the current salary ordinance.

G. Effective Date

1. This ordinance shall be effective immediately upon passage.

ORDAINED and ADOPTED by the Town Council of the Town of Munster, Indiana, on the ____ day of _____ 2020, by a vote of ____ in favor and ____ opposed.

**TOWN COUNCIL OF THE TOWN OF
MUNSTER, LAKE COUNTY, INDIANA**

Lee Ann Mellon, President

ATTEST:

Wendy Mis, Clerk-Treasurer