

# CATEGORY 3 - APPOINTMENTS MADE BY MAYOR AND BOARD OF ALDERMEN



## PROCEDURE FOR APPOINTMENT TO THE CAPITAL IMPROVEMENT COMMITTEE

1. Applications will be taken for two open positions on the Capital Improvement Committee.
  - Applications will be available on the City of Branson's website and in the City Clerk's office.
  - Only names submitted on the provided application will be considered.
  - Applications may be delivered to the City Clerk's office, faxed or emailed to the City Clerk.
2. Application deadline is April 19, 2019, by 4:30 pm.
  - There will be a press release announcing the openings.
3. Qualified Applications will be sent to the Board of Aldermen by the City Clerk for review.
  - All applications are public and will be made available through a Sunshine Law, Request for Records.
  - A list of names will be posted on the public bulletin board at City Hall on first floor.
4. All created lists will be done by random drawing, with no significance to the order of the names, including the order they will appear for placement of the vote.
5. The Capital Improvement Committee appointments will be made by the Mayor and Board of Aldermen.
  - The City Clerk will include appointments as an item on an upcoming agenda and provide the appointment information as part of the agenda item.
  - All names will appear on the screen for voting. The Mayor and each Board member present at the meeting will vote for two names. The top two names receiving the most votes will be appointed to the Capital Improvement Committee
6. The elected individuals will be considered appointed and as a member of the Capital Improvement Committee, starting their service at the next scheduled meeting.

THANK YOU FOR YOUR INTEREST IN VOLUNTEERING TO SERVE.

For more information please contact: Lisa Westfall, City Clerk  
Phone: 417-337-8522 or Email: [lwestfall@bransonmo.gov](mailto:lwestfall@bransonmo.gov)