

## CATEGORY 1 - MAYOR APPOINTED



## PROCEDURE FOR APPOINTMENT TO THE PLANNING COMMISSION

1. Applications will be taken for two open positions on the Planning Commission.
  - 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 opening.
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 order of the names.
5. The Planning Commission appointment will be made by the Mayor with a vote for approval of the appointment by the Board.
  - The Mayor will provide the name of the appointment to the City Clerk.
  - The City Clerk will include appointments as an item on an upcoming agenda and provide the appointment information as part of that agenda item.
  - A simple majority vote of the Board members present at the meeting will approve the appointment.
  - The Mayor will vote to break a tie.
  - If the appointment is not approved, the Mayor will provide another name from the list for consideration at the next Board meeting.
6. The elected individuals will be considered appointed and a member of the Planning Commission, 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)