

## **Los Alamos County Council Appointment Process for**

### **Selection of Board of Public Utilities Members**

1. When there is a vacancy on the Board of Public Utilities (BPU), the County Council will solicit letters of interest and applications from the public.
2. When the recruiting process is complete, the County Council will appoint a screening committee to screen the applicants. Members of the screening committee will consist of two County Councilors, one of which shall be the Councilor liaison to the BPU, and the second appointed by the Council Chair, one BPU member, and the DPU Manager. The screening committee is to develop a set of interview questions specific to this board position and that appropriately demonstrates the applicants' skills, knowledge, and interest in the position.
3. After the screening committee screens the applicants, in a public meeting as prescribed in the Open Meetings Act, it is to provide its recommendations of the best applicants for the position to the County Council in writing. The County Council will consider between two and six applicants.
4. The County Council will then schedule a public interview and decision process at an upcoming council meeting.
5. At the appointed Council meeting, the applicants will attend and present their application to the Council using the following process:
  - Each applicant will make a three-minute statement to share their interest and qualifications for the position.
  - Applicants will then answer questions from the County Council. Each applicant will answer each question. Questions will be prepared in advance. Follow up questions are allowed if further clarification is needed.
  - There will be an opportunity for public comment after applicants have made their statements and answered questions.
  - After public comment, the Council will take a roll call vote.
  - The applicant with the most votes will be appointed to the Board of Public Utilities.
  - In order to be selected, an applicant must receive a minimum of four (4) votes. If no applicant receives four (4) votes after the first roll call vote, the applicant with the fewest votes will be eliminated and the Council will take additional roll call votes until a final selection is made.