



City of Sikeston Boards and Commissions Appointment Process

Appointment Authority:

Under the City's Charter, the Sikeston City Council holds the authority to make all appointments to the City's Boards and Commissions.

Effective Date:

All City appointments, with the exception of the Southeast Missouri State University Sikeston Campus Advisory Board and the Scott County Extension Council, are effective on the first Monday in October of each year. Term length varies with each individual board or commission.

Citizens Resource Bank: Throughout the year City Staff accepts applications from citizens seeking appointment to a board or commission. Citizen Resource Bank Applications can be submitted on-line or downloaded from the City's website, www.sikeston.org. Application forms can be requested from the Department of Governmental Services by calling 471-2512. Completed applications should be mailed to Sikeston City Hall, ATTN: Dept. of Governmental Services, 105 E. Center Street, Sikeston, MO 63801, or faxed to us at 471-1526. We also accept applications over the phone. A listing of all applicants seeking appointment will be submitted to Council whenever an appointment is required.

Eligibility:

City Code and/or State Statute establish the eligibility requirements for each board and commission. Generally, all appointees are required to be resident of Sikeston. The length of this residency and any special skills or knowledge will vary.

Term Restrictions: As a general procedure, the Council has historically tried to limit appointees to two (2) terms on any board. In some instances the statutory eligibility requirements make it difficult to find qualified applicants. In these cases Council has been known to appoint individuals to more than two terms.

Appointment Process: In late-July the City Council will receive a status report on appointments to be made in September of that year. It includes a listing of each appointment that is needed, eligibility requirements, the existing membership of the board/commission and all individuals that have submitted a Citizens Resource Bank Application. Meanwhile, a media campaign is conducted to inform citizens of the appointments to be made, and how to submit an application. In September Staff compiles an updated listing of Resource Bank Applications and submits it to Council for their consideration during the appointment process.

Oath of Office: The City Charter requires all appointees to take an oath of office. At the Mayor's discretion, the City Council hosts a meeting of all new appointees in late September or early October. During this meeting new appointees are sworn in, and provided with an overview of the City and its organizational structure. Each appointee is also provided with a handbook that summarizes this information and the responsibilities of their respective board or commission.