

Sandy City Council
Legislative Policies and Procedures

Original Approval Date:

Revision:

Chapter:

Section:

Date Council Approved:

SUBJECT: Advice and Consent for Mayoral Appointments

BACKGROUND: Utah Code Annotated 10-3b-202 and Sandy City Administrative Code 6-2-3 requires the Mayor to appoint, with the City Council's advice and consent, a qualified person for each of the following positions: chief administrative officer, recorder, treasurer, engineer, and city attorney. The Sandy City Administrative Code also requires the Mayor to appoint with the City Council's advice and consent, each department head of the City, each statutory officer of the City, and each member of a statutory commission, board or committee of the City. Other areas of the Administrative Code require the City Council's consent on positions including members of the Planning Commission, Board of Adjustment, Human Resources Director, the hearing officer for reasonable accommodation requests, and Arts Guild Board of Trustees.

POLICY:

1. Each candidate for a City position requiring the Council's advice and consent must pass a criminal background check.
2. Candidates for paid staff positions or contract employees must provide a current and complete resume to the City Council Office. Candidates for volunteer (non-paid) positions may provide a statement detailing their interest and qualifications for the position in lieu of complete resume.
3. Generally, the City Council will schedule time on a public meeting agenda to conduct a formal interview with the candidate.
4. The Council may also schedule a closed session to discuss the character, competency, physical or mental health of an individual before voting whether or not to provide its advice and consent.