

Memo

To: Council members
From: Diane Russell, Town Clerk
CC: Larry Tarkowski, Town Manager
Date: January 14, 2011
Re: Possible Council member Selection Criteria

Staff is offering, for your perusal, a suggested Council member criteria list, that you may choose from if you wish, to assist in your selection of a replacement council member. Staff suggests you select however many of these criteria you wish to use, weight each criteria to total 100 points and place the weighted criteria into a matrix.

Suggested Criteria for your consideration:

1. Community or governmental service
2. Years of residency
3. Educational background
4. Ability to be a team player
5. Available time to devote to council commitments
6. Business/economic development background
7. Sense of humor
8. Work history/consistency
9. Knowledge and experience of state law and/or municipal code
10. Communication skills
11. Board or commission service
12. Leadership/supervisory experience
13. Relative experience
14. Customer service experience
15. Professional demeanor
16. Familiarity with General Plan 2020, Focus Future Plan, Regional Transportation Plan

These are numbered for your convenience, not by priority. Please contact the Town Manager if you want him to produce a matrix for your use as a yardstick to choose your top candidates.

In addition, a Council questionnaire list from 1998 was located in old files. You may want to consider using some/all of these questions in your process.

Copies of all candidate applications will be placed in your boxes the evening of August 28.

Below is a matrix designed to be used as an illustration of how a matrix may be of use to you in your selection of a replacement Council member. Ten criteria were selected to judge Candidates A through E. Points are assigned, by you, according to the candidate's quality of response to each question to a maximum of 10 points each. Total the points garnered at the bottom of each candidate's column.

CRITERIA	A	B	C	D	E	WEIGHT
Community or governmental service						10
Ability to be a team player						10
Available time to devote to council commitments						10
Sense of humor						10
Work history/consistency						10
Knowledge and experience of state law and/or municipal code						10
Communication skills						10
Board or commission service						10
Professional demeanor						10
Familiarity with General Plan 2020, Focus Future Plan, Regional Transportation Plan						10
TOTAL						100

