

Volunteer for the City of Redmond Boards and Commissions

Boards and Commissions are made up of qualified, responsible, and motivated community members. Through appointed positions, they contribute to the success of the City and to the quality of life for all residents. Each member brings an important perspective to the table. Differing points of view produce effective solutions.

Qualifications. Applicants wanting to serve on a board or commission have a willingness to put in the time and commitment necessary to serve; are an effective liaison with the public; bring a unique perspective; work well in a collaborative setting; are residents of Redmond (as required); and meet other board or commission specific requirements.

Terms. Term lengths vary depending on the board or commission.

- Most terms are three to five years in length and are limited to no more than two full consecutive terms.
- Partial terms (serving less than half a term) are not counted toward the two-term limit.
- Except for openings due to a member resignation, terms start on April 1st of each year.

Visit the [boards and commissions page](#) and [Title 4 of the Redmond Municipal Code](#) for more information on term length and qualifications required to serve on the board or commission that interests you.

Apply

Vacancies. Annual recruitment for boards and commissions begins in October. Occasionally, there are openings throughout the year. Vacancies are posted on the City's [boards and commissions page](#) and advertised on other media.

Application. To apply for an open position:

- [Fill out the online application.](#)
- Upload a letter of interest or resume with the application.
- The Clerk's Office can provide technical assistance as needed.

Review. After an application is received:

- Confirmation of submission will be provided to applicant.
- Staff will review all applications received and notify applicants of its status.
- If notification has not been provided within three weeks, please contact the staff liaison listed on the [boards and commissions page](#).
- Applications not selected may be considered for future vacancies.
- The City will perform a required background check on successful candidates.

Interview

Initial Interview. Candidates(s) will be scheduled for an initial interview with the board or commission, or their designated representative(s).

Mayoral Interview¹. The top candidate(s) will move forward to an interview with the Mayor. Following a successful interview, the Mayor will refer the selected candidate for an interview with the City Council.

Council Interview. The Council interview is usually held during a Special Meeting at 6:30 p.m. on a Tuesday evening. Staff will coordinate with the candidate regarding dates for the interview. These meetings are open to the public.

Appointment

Confirmation. The Council votes to confirm appointments at the next Business Meeting following the Council interview.

After the appointment, the City Clerk's Office will provide an informational packet to the new board/commission member. The new member has the following actions:

- **Oath of Office.** Prior to attending their first meeting, an oath of office must be taken in-person, either at the Council Meeting during which the appointment is confirmed, or if unable to attend, schedules a different time with the Clerk's Office.
- **Email.** Sign the provided email usage policy and the City will create an email account to use for all City related business.
- **Training.** Take the state-required Open Government Training within 90 days after taking the oath of office. This training takes approximately 1.5 hours. A refresher course is also required every 4 years, for as long as the member remains on a board or commission.

Meetings

Attendance. Regular attendance at board/commission meetings is expected to ensure a quorum. A quorum is the minimum number of members who need to be in attendance for the meeting to be held. Without a quorum, the meeting must be canceled.

Frequency. The City greatly values the effort and time commitment boards/commission members make. Time commitments vary. Generally, each board or commission meets 1-2 times per month, for approximately two hours. Most also require some designated time beyond the scheduled meeting(s). You can find board/commission-specific time requirements [here](#).

¹ Candidates for the Lodging Tax Advisory Committee do not interview with the Mayor.