

City of Franklin
Administrative Policy/Procedure

- Issue Date:** December 17, 2002
- Source:** Common Council Action
- Affected Departments:** Mayor and Director of Administration
- Subject:** Common Council Confirmation of Certain City Appointments
- Policy:** Chapter 55-1 of the City Code identifies certain positions within City government that are filled by appointment, subject to Common Council confirmation. It is the policy of the Common Council that confirmation will only be considered if the Council has been given the opportunity to discuss and/or negotiate the appointee's qualifications, terms of employment (including salary and benefits) and obtain an appointee's response to Aldermen questions in closed session.
- Procedure:** Upon the selection of a qualified candidate for a position identified in Chapter 55-1 of the City Code, the appointing authority will schedule the appointee's confirmation on the agenda of the next Committee of the Whole, Common Council, or Special Common Council meeting. The item will be scheduled as a "closed session" item for the purposes of examining the appointee and deliberating upon the appointee's confirmation. Terms of employment shall not be agreed to with an appointee by the appointing authority until after the Council has discussed the terms of employment.
- Nothing in this policy shall restrict appointing authorities from performing their duties of recruiting and selecting appointees who meet the qualifications of a position.

Passed and adopted at a regular meeting of the Common Council of the City of Franklin this 17th day of December, 2002. (Vote: Ayes-All)

