

DRAFT CHARGE
Ad Hoc Council Hiring Committee

Purpose

The Ad Hoc Council Hiring Committee is established to lead and coordinate the Council's process for recruiting and recommending candidates to fill vacant Council legal and administrative roles, ensure continuity of Council operations during the transition, and advise Council on the appropriate long-term structure of these positions. This charge establishes the Committee's purpose, scope, authorities, limitations, and accountability to the full Council.

Scope of Work

1. Role Structure & Design

- Evaluate whether the functions of Council Attorney and Council Administrator should remain combined or be separated into distinct positions.
- Develop structural options, including reporting relationships, responsibilities, and compensation ranges.
- Present recommended structure(s) to the full Council for approval prior to job posting.

2. Council-Wide Engagement

- Serve as liaison to the full Council.
- Provide multiple opportunities for Council members to offer input on:
 - Role structure
 - Job descriptions
 - Required and preferred qualifications
 - Interview process
- Ensure all Council members have an opportunity to meet finalists.

3. Recruitment & Search Process

- Work with Human Resources and appropriate City entities to:
 - Draft and finalize job descriptions (subject to Council approval)
 - Develop outreach and recruitment strategies
 - Screen applications
 - Conduct interviews
- Prioritize inclusive recruitment practices and transparent communication throughout the process.
- Conduct due diligence and reference checks.

4. Candidate Recommendations

- Bring forward no fewer than two qualified candidates for each open role to the full Council for consideration and final vote.
- Provide written rationale for all recommendations.

5. Continuity of Operations

- Be authorized to:
 - Identify and contract, in coordination with appropriate City processes, with external or temporary legal counsel as necessary to ensure uninterrupted functioning of the Council Office.
 - Oversee and supervise the work of Council interns, fellows, or temporary support personnel during the transition period.
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6. Timeline & Reporting

- Propose an initial hiring timeline to the Council within **15 days** of formation.
- Provide a status update at every regular Council meeting until the process is complete.
- Present major structural decisions to the full Council prior to implementation.
- The Committee shall aim to complete its work in a timely manner while prioritizing quality and institutional stability.

7. Documentation & Recordkeeping

- Maintain and archive:
 - Job descriptions
 - Evaluation criteria
 - Interview protocols
 - Rationale for structural recommendations
 - Rationale for candidate recommendations

Authority

The Committee is authorized to:

- Collaborate with HR, City Legal, the Clerk's Office, and other appropriate bodies.
- Request comparative information from peer municipalities.
- Engage temporary or external legal support consistent with City procurement and contracting policies.
- Manage day-to-day supervision of Council interns or fellows during the transition.

Limitations

The Committee shall not:

- Make final hiring decisions.
- Extend employment offers.
- Finalize permanent structural changes without Council approval.
- Bind the Council to long-term contractual obligations beyond transitional support without Council vote.

All final structural and hiring decisions remain with the full Council.

Duration

The Committee shall sunset upon confirmation of permanent hires unless extended by Council vote.