

Recruitment of new CIAC members.

The order of tasks for recruiting a new CIAC member are as follows:

- a. When a vacancy occurs on CIAC, announce the open position via a press release and on the department website. (Give potential applicants at least four weeks to meet the application deadline.) E-mail a link to the press release to the following in the district where applications are being sought:
 - i. Newspapers, Radio and Television e-mail contacts
 - ii. CIAC Interested Parties contacts
 - iii. CIAC members
 - iv. CIAC Interest Group contacts
- b. Mail or e-mail copies of completed applications to all members of CIAC.
- c. Within a week, ask CIAC members to rank the applicants; sending their rankings to department.
- d. Department staff, working with the CIAC Chair, will use the rankings to determine finalists for interviews for the vacancy.
- e. The list of finalists will be forwarded to a CIAC recruitment subcommittee. The subcommittee, working with DLCD staff, will interview finalists and select its top candidate and bring that recommendation to the next CIAC meeting.
- f. At the next CIAC meeting, the committee members will discuss the recommendation of the subcommittee. CIAC will then vote to determine which candidate's name will be forwarded as the committee's recommendation to LCDC at the next commission meeting.
- g. LCDC will select a candidate to fill the vacancy. The department will contact all of the applicants about LCDC's decision.