



BECOMING A MEMBER OF A CITY OF HARTFORD BOARD OR COMMISSION

Introduction

Governance of the City of Hartford is carried out by the Mayor, the Court of Common Council, the Administration, and a variety of boards and commissions. Such boards and commissions are created by State law, the City Charter, or an ordinance adopted by the City Council. Hartford's boards and commissions are comprised of volunteers who commit their time, skills, and knowledge to shaping our community and our local government.

Boards and commissions are an essential component of an effective and responsive government. Service on one of these bodies is also an excellent way for individuals to participate in the functioning of local government and to make a personal contribution to the improvement of the Hartford community. The City of Hartford is always looking for committed and energetic individuals to serve on boards and commissions.

Roles

Boards and commissions are either advisory or decision-making. The role of advisory boards and commissions, such as the Commission on Aging, the Advisory Commission on Food Policy, and the Parks & Recreation Advisory Commission, is to provide advice and assistance to the Mayor, Council, and City Departments on specific issues. The roles of decision-making commissions, such as the Planning & Zoning Commission, the Redevelopment Agency, and the Hartford Parking Authority, are legally determined by State or City law.

Criteria for Appointment

- Members of boards and commissions usually, but not always, must be registered voters in the city of Hartford.
- No more than 2/3 of the members of a board or commission may be registered in the same political party. (State Law).
- Members must satisfy the criteria set forth in the ordinance creating the board or commission.
- Members must possess experience or skills in the issue area addressed by the board or commission.
- Members must be committed to the Hartford community, as evidenced by volunteer experience or engagement.

Appointment Process

For most boards and commissions, members are appointed by the Mayor, confirmed by the Court of Common Council, serve for a specified term, and may be reappointed. Below is an outline of the appointment process, which usually takes approximately eight weeks.

- An interested individual reviews the list of currently active boards and commissions and identifies one or more boards or commissions on which s/he might like to serve. (*Click here to see the list of [Hartford's boards and commissions.](#)*)
- Individual completes a Profile Form and Required Narrative (click here to access the fillable [Profile Form](#)) and submits, with resume or brief bio, to BoardsandCommissions@hartford.gov
- Mayor's staff reviews submission, verifies voter registration and party affiliation, and notifies appropriate board/commission
- Individual attends board/commission meeting.
- Mayor appoints individual and submits appointment to City Council for confirmation.
- Council invites appointee to Council Committee meeting for informal interview.
- Council votes to confirm appointment.
- Mayor sends appointment letter to appointee.
- Appointee begins participating on board/commission.

Training & Orientation

Newly appointed members of boards and commissions are given an orientation by the commission Chair and the City staff who support the commission. Additionally, training is provided to members of all commissions on topics such as ethics, freedom of information, and other general topics.