



City of Albuquerque Domestic Violence and Sexual Assault Commission

As we welcome new members to our esteemed commission, it is imperative to adhere to a structured and transparent application process to ensure a thorough and equitable selection process:

Voting Positions and Transitioning Members

- I. Application Submission:
 - a. New incoming members must submit their applications if they believe they are representative of the ordinance commission seats.
- II. Review Process:
 - a. Applications will be thoroughly reviewed by the Chair, Co-Chair, and City Liaison to assess their appropriateness in filling the vacancy.
- III. Background Check:
 - a. Successful applicants must undergo a background check, and final approval rests with the commission.
- IV. Interview Process:
 - a. Approved applicants will be interviewed by the Chair, Co-Chair, and City Liaison to further evaluate their suitability.
- V. Commission Meetings Attendance:
 - a. Applicants are encouraged to attend two Commission meetings before their approval submission to the City Council.
 - b. The initial meeting is an opportunity for the commission to meet the applicant(s).
 - c. If the commission approves, the necessary paperwork will be submitted to the City Council for final approval.
- VI. Residency Requirement:
 - a. Commission members must be residents of the City of Albuquerque and/or work for a local organization located in the City of Albuquerque for at least one year before their application is considered.
 - b. This requirement is essential as the commission represents the city and its constituents, ensuring a comprehensive understanding of the systems in place to support survivors.
- VII. Vacant Positions and Transitioning Members:
 - a. The ordinance does not explicitly outline Voting Member organizations.

- b. Voting members who transition outside of their organization, regardless of the reason (e.g., new job, internal transitions), or miss three or more commission meetings, voting member organizations do not automatically fill the vacant position.
- c. Transitioning members are required to adhere to the same application process as new voting members when seeking to rejoin the commission.

Non-Voting Vacant Positions/Transitioning Members

[Ordinance 2022-046](#) does specify the Non-Voting Member organizations.

- I. Non-Voting members who transition outside of their organization, regardless of the reason (e.g., new job, internal transitions, promotion), or miss three or more commission meetings, the non-voting member organization will automatically fill the vacant position.
 - a. Ordinance Verbiage: “Vacancies shall be filled for an unexpired term by the original appointing authority.”
 - d. Transitioning members are not required to adhere to the same application process as new voting members when seeking to join the commission.
 - e. Non-voting members must notify Chair, Co-Chair and City Liaison on transition as soon as possible.
 - f. City Liaison will reach out to the respective organization for their new designee for approval by the City Council for a seat on the commission.
- VIII. Commission Meetings Attendance:
 - a. Applicants are encouraged to attend one Commission meeting before their approval submission to the City Council.
 - b. The necessary paperwork will be submitted to the City Council for final approval thereafter.
- IX. Residency Requirement:
 - a. Commission members must be residents of the City of Albuquerque for at least one year before their application is considered.
 - b. This requirement is essential as the commission represents the city and its constituents, ensuring a comprehensive understanding of the systems in place to support survivors.