

ORDINANCE NO. 17 OF 2026

AN ORDINANCE CREATING A FORMAL PROCESS FOR APPOINTING COMMISSIONERS TO CITY COMMISSIONS; AND FOR OTHER PURPOSES

WHEREAS, formalized application and selection process is needed for five commissions created by the City of Benton; and

WHEREAS, there is currently no specific formalized application and appointment process for the five city commissions as listed in Section 1; and

WHEREAS, the city needs a formalized process for receipt, review, and appointment of commissioners for city commission and

WHEREAS, the City Council finds that public notification and participation is needed for appointment of city commissions.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY COUNCIL OF THE CITY OF BENTON, ARKANSAS:

SECTION 1. Process for appointment of commissioners to City Commissions:

1. Commissions defined are:
 1. Advertising & Promotion Commission (5 commissioners + 2 Council members) – terms end October 10th
 2. Civil Service Commission (5 members) – terms end April 1st
 3. Historic District Commission (7 members) – terms end October 1st
 4. Planning & Zoning Commission (9 members) – terms end December 31st
 5. Public Utilities Commission (5 members) – terms end December 31st
2. Each Commission shall place an ad in local newspaper of record, to run for 10 business days notifying public of open seats for appointment. Commissions shall send these openings to City Staff for notification on City Websites and Social Media. All notifications shall be placed a minimum 60 days prior to the term ending but no more than 75 days. The notice shall have a deadline for receipt of applications by interested parties. There shall be a minimum 30 day window for accepting of applications.
3. All applicants including current commissioners shall formally apply for the open positions/appointments prior to the application deadline noted in the legal notices. All applications should be submitted to the City of Benton, City Clerks Office.

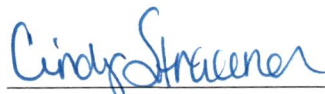
4. Applications and resumes shall be gathered and sent to all commissioners and/or reviewing parties at least 7 days prior to the commission meeting.
5. Interviews will be set up for each candidate for a designated meeting with commissioners. Each commission shall designate an interview process and timeframe.
6. The respective commission shall recommend one candidate for each position that is termed out.
7. All names of candidates that were interviewed will be sent to the council with a recommendation of one candidate, for the council to consider for each open commission position at the city council meeting immediately prior to the term ending for the respective commission.
8. The City Council shall ratify, deny, or seek to resubmit notification for a vacant position on a respective commission.

SECTION 2. Confirmation of Commissioner Appointment Process.

SECTION 3. Severability. If any section or provision of this ordinance is held invalid, such invalidity shall not affect other provisions of this ordinance.

SECTION 4. Effective Date. This ordinance shall be in full force and effect from and after passage, approval, and publication as required by law.

PASSED AND APPROVED, this 27th day of April 2026.



Cindy Stracener, City Clerk



Tom Farmer, Mayor