Applying to a board or commission

The City seeks people who will enrich the work of appointed boards and commissions. This includes those from diverse backgrounds, life experiences, and perspectives.

Each year, we recruit members in the spring (March 1 to 31). Both new applicants and returning members must complete an application for appointment.

We publish openings in our Legislative Information Management System (LIMS) at: <u>lims.minneapolismn.gov/boards/currentopenings</u>

Create a profile

All applicants and members must create a profile in LIMS. This profile tracks your service history and allows you to apply quickly to multiple openings.

To create a profile:

- 1. Go to <u>https://lims.minneapolismn.gov/auth/login</u> and **create an account**.
- 2. Enter your contact information. Click Submit.
- 3. Check your email to confirm your email address.
- 4. Create a **Username** and **Password** that you'll remember, and press **Submit**.
- 5. **Log in** with your newly created username and password.
- 6. The first time you login, check your email again and enter the **verification code**.
 - Check "remember this device for future logins" to avoid this last step in the future.

Login

To log in to your profile, go to LIMS and find the login page under Boards & Commissions.



| Please login t | o submit your appli login <mark>create a</mark> r | ication. If yo n account | ou do not have a |
|----------------|--|-----------------------------|------------------|
| User name | | | |
| Password | | | |
| | | | Forgot Password? |
| | Login | | |

Current Openings

This page shows all open seats on boards and commissions, with links to:

- More details about each board or commission
- Available seats and their requirements

| Service History | Applications Current Openings | |
|--|--|--------------------------|
| Current Ope | nings | |
| The City recruits mer more about boards o | nbers twice each year. Spring recruitment runs from March 1 to 31. Fall recruitment runs from Se r commissions with open positions below. Click on the number of openings to apply. | eptember 1 to 30. Learr |
| | | |
| Board/Commission | 1 | <u>l≟</u> Open |
| Board/Commission 48th & Chicago Spe Advises the City on | n cial Service District Advisory Board matters regarding the 48th Street East and Chicago Avenue South Special Service District. | <u>j≞</u> Open 2 |
| Board/Commission 48th & Chicago Spe Advises the City on 50th & France Spec Advises the City on | cial Service District Advisory Board matters regarding the 48th Street East and Chicago Avenue South Special Service District. ial Service District Advisory Board matters regarding 50th and France Special Service District. | <u>Li</u> Open 2 1 |

If using a cell phone, you may need to turn your phone sideways to see the open seats to select.

Applications

After you apply, this page shows your application and its status.

- Draft applications are found in this location.
- You can open and print your application from here.

Service History

Once appointed, this page shows your history. Find details about your seat, term, and appointment.

If you haven't been seated yet, click the board name of the seat you are appointed to. You can check which onboarding requirements are still pending in the Onboarding tile.

Service History Applications Current Openings SHOW 10 ✓ ENTRIES SEARCH: Status 🍦 **Board Name** Seat 17 Term Application ٥ Submitted Date Public Health Advisory Committee 20 2025-2027 External 03/25/2025 Applicant Homegrown Minneapolis Food Council 2025-2026 16 Draft 💼 Bicycle Advisory Committee 14 2022-2024 Appointed 03/19/2025

| Service History | Applications | Current Openings | | | | |
|--|---------------------|------------------|---------|----------------------|--------------------|-----------------------|
| Service History | | | | | | |
| Board | Term | Seat | Status | Member Start Date | Member End Date | Legislative File # |
| Minneapolis Advisory Committee on Housing | 2025- 2026 | 9 | Pending | N/A | N/A | 2025-00344 |
| Bicycle Advisory Commi | ittee 2022- 2024 | 14 | Former | 03/19/2025 | 03/20/2025 | N/A |



Completing the application

From the Current Openings page, select the seat that best suits you and press apply. On the application:

- Required fields are marked with an asterisk.
- Fields marked with an "eye" symbol ⁽²⁾ are public under the Minnesota Data Practices Act. We share this information to the public.
- Employer information is required but you can put "retired" or "not employed" as your occupation as applicable. Then enter your same contact information in the employer fields.

Your privacy

- We will not share your private data. Only City staff who need to see your profile information and application will have access.
- The public may request some data under the Minnesota Data Practices Act.
- When the Council considers your appointment, we will publish the public portion of your application in LIMS. We may also share your preferred contact information with the public.
- Some board members receive a City email address for official business and public communication.

Demographic questionnaire

Minneapolis seeks to increase diversity on its boards and commissions. The answers provided here help us determine the success of our efforts in this area. Providing this information is optional, confidential, and will not affect the selection decision.

The appointment process

In most cases, the appointment process follows these steps:

- City staff reviews applications and shares a list of qualified applicants with the appointing authority. This may be the Mayor, or a Council Member.
- The appointing authority selects nominees, and the City Council considers the appointment.
- If approved, the appointment goes to the Mayor for final approval.

Some seats have different requirements. The appointing authority may differ. Contact the staff liaison if you have questions about the appointment process.

Notifications

We will send you an email at each step of the appointment process. If you have questions, look for contact information in those emails.



Forgot password or username

- 1. On the Profile Login page, click **Forgot Password**.
- 2. Enter your Username.
- 3. Click Submit.
- 4. We'll send you an email to reset your password.

If you cannot remember your username, please contact <u>ABCadmin@minneapolismn.gov</u>or call 612-673-2216.

| Login | | | | | |
|--|------------------|--|--|--|--|
| Please login to submit your application. If you do not have a login, create an account | | | | | |
| User name | | | | | |
| Password | | | | | |
| | Forgot Password? | | | | |
| Login | | | | | |
| | | | | | |

Account locked

If your account is locked, please contact <u>ABCadmin@minneapolismn.gov</u> or call 612-673-2216.

Contact us

Each board or commission has a staff liaison. Look for specific contact information on the board's detail page.

If you have difficulties applying or questions about our system, contact: <u>ABCadmin@minneapolismn.gov</u> or 612-673-2216.

Tip: If using a cell phone, you may need to turn your phone sideways at times to see data.

