

# 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: [lms.minneapolismn.gov/boards/currentopenings](https://lms.minneapolismn.gov/boards/currentopenings)

## Create a profile

All applicants and members must create a profile in LIMS. This profile tracks your activity, which offers a few benefits. You can:

- Update your contact information
- See your application status
- Review your history of service

Once you create a profile, it will be even easier to apply for future openings. To create a profile:

1. Begin by entering your basic contact information.
2. Check your email to confirm your email address and click the link to set up your login.
3. Create a username and password that you'll remember, and press submit.
4. Log in with your newly created username and password.
5. The first time you login, check your email again and enter the verification code.
6. 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.

Once logged in, you'll see three pages:

### Current Openings

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

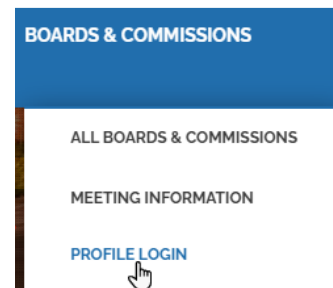
- More details about each board or commission
- Available seats and their requirements

### Applications

After you apply, this page shows your application and its status. Drill down to see your application or to print a copy for your records.

### Service History

Once appointed, this page shows your history. Find details about your seat, term, and appointment. If you haven't been seated yet, you can check which onboarding requirements are still pending.




## Forgot password or username

On the Profile Login page, click “Forgot Password.” We’ll send you an email to reset your password. If you cannot remember your username, please contact [ABCAdmin@minneapolismn.gov](mailto:ABCAdmin@minneapolismn.gov) or call 612-673-2216.

## 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  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.

## 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:

[ABCAdmin@minneapolismn.gov](mailto:ABCAdmin@minneapolismn.gov)

612-673-2216