

# 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.

During board member recruitment periods, we publish openings in our Legislative Information Management System (LIMS) at: [lims.minneapolismn.gov/boards/currentopenings](https://lims.minneapolismn.gov/boards/currentopenings)

## Steps to apply

These are the steps required to apply for a seat on a board or commission.

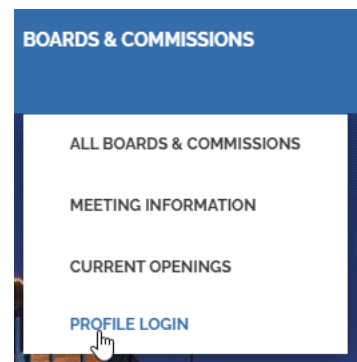
1. Create a member profile.
2. Verify your email address and log in to your account.
3. Go to Current Openings and find a board and seat to apply for. (You may apply for more than one seat on a board if you meet the Membership Requirements for the seat.)
4. Complete an application for the selected seat.
5. Submit your application.
6. Repeat steps 2 – 4 for each seat you want to apply for.

## 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. **Creating a profile is the first step to applying.**

### To create a profile:

1. Go to <https://lims.minneapolismn.gov/auth/login> and **create an account**.
2. **Enter your contact information.** Click **Submit**.
3. Check your email to **confirm your email address**.  
This email might go to your Junk or Spam folder.
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.

A screenshot of a web application login form titled "Login". The form contains the following elements: a heading "Login", a message "Please login to submit your application. If you do not have a login [create an account](#)", two input fields for "User name" and "Password", a "Forgot Password?" link, and a blue "Login" button. The "create an account" link is highlighted with a red box.

## Find openings and apply

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

The Current Openings page shows all open seats on boards and commissions, with links to:

- More details about each board or commission
- Available seats and their requirements
- **Select a seat to apply for from this tab.**

Service History	Applications	Current Openings
<b>Current Openings</b>		
The City recruits members twice each year. Spring recruitment runs from March 1 to 31. Fall recruitment runs from September 1 to 30. Learn more about boards or commissions with open positions below. Click on the number of openings to apply.		
Board/Commission		Open
<a href="#">48th &amp; Chicago Special Service District Advisory Board</a> Advises the City on matters regarding the 48th Street East and Chicago Avenue South Special Service District.		2
<a href="#">50th &amp; France Special Service District Advisory Board</a> Advises the City on matters regarding 50th and France Special Service District.		1
<a href="#">54th &amp; Lyndale Special Service District Advisory Board</a> Advises the City on matters regarding 54th & Lyndale Special Service District.		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, the Applications 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	Applications	Current Openings		
SHOW <input type="text" value="10"/> ENTRIES <span style="float: right;">SEARCH: <input type="text"/></span>				
Board Name	Seat	Term	Status	Application Submitted Date
<a href="#">Public Health Advisory Committee</a>	20	2025-2027	External Applicant	03/25/2025
<a href="#">Homegrown Minneapolis Food Council</a>	16	2025-2026	Draft	
<a href="#">Bicycle Advisory Committee</a>	14	2022-2024	Appointed	03/19/2025

### Service History


Once appointed, the Service History 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

Service History	Applications	Current Openings				
<b>Service History</b>						
Board	Term	Seat	Status	Member Start Date	Member End Date	Legislative File #
<a href="#">Minneapolis Advisory Committee on Housing</a>	2025-2026	9	Pending	N/A	N/A	2025-00344
<a href="#">Bicycle Advisory Committee</a>	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  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.**

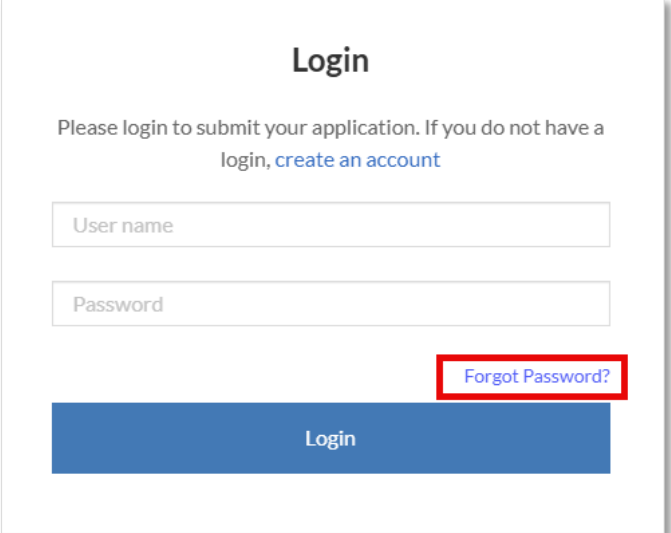
## Notifications

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

[ABCAdmin@minneapolismn.gov](mailto:ABCAdmin@minneapolismn.gov) or 612-673-2216.

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