

For Volunteer Boards and Commissions

Purpose:

To establish a uniform method of appointing members to various Garfield Township boards and/or commissions. To provide a clear outline for the Township Board and citizens to follow when applying and approving appointments. And, to seek out highly qualified individuals representing diverse cross-sections of our community to serve as members of these boards and/or commissions.

Summary of Policy:

By state statute, members of the Planning Commission and Zoning Board of Appeals are appointed by the Township Supervisor with the Township Board of Trustee's approval. This policy will also be used for the Building Committee, Board of Review, Fire Board, Park Board, Recreation Board, Personnel Committee, and any other related committees required for the operation of the Township. Any situation not covered by this Board Appointment Policy shall be determined by Roberts Rules of Order, 2nd Edition.

Recruitment and Application Process:

1. During the first week of October, each year, the township supervisor - or designee - shall notify all members of boards and commissions whose terms expire December 31st of that year that he/she must submit a letter or email to the appropriate department head stating he/she wishes to be considered for reappointment no later than October 30th.
2. For the month of October, a public notice will be placed in one or more conspicuous locations at the town hall, on the township website and through the most effective advertising tools available, specifying the vacancies for all boards and/or commissions that are available for the upcoming year. The notice will set forth the application process and deadlines. Said application will be available on the website or by contacting the township clerk.
3. To be eligible and considered for appointment to a board or commission, applications must be complete and filed with the township clerk on or before November 1st, preceding the beginning of the appointment term. If no applications are received, or applicants lack the necessary background or qualifications, the Selection Committee will be responsible for seeking out qualified applicants.

Selection and Appointments:

Selection committee(s) is made up of the overseeing department head, township supervisor and current board chair will be responsible for reviewing and considering all applications received, and determining whether other applicants should be considered based on the skill set required for the particular board or commission. All applications even those not chosen by the Selection Committee will be available for review. The Selection Committee, will review each ordinance requirements to make sure that they are in compliance to timelines and requirements related to appointment and terms.

Following review by the selection committee(s), the applications of those deemed most qualified and meeting the specific requirements for the particular board or commission shall be submitted to the township board for review not less than two weeks before the regular board meeting at which the appointments are announced.

Township board members may actively participate in the selection process through review of the selection committee recommendations. The township board will strive to achieve a diverse balance of appointees that cover the range of qualifications and perspectives for each board or commission. Township board members will consider the specific qualifications for each board or commission, and the experiences of each applicant. The board may conduct a work session to interview or discuss specific candidates, and may vote on the slate of appointments at the work session. In the event a work session is not necessary, the board shall vote on the slate of appointments at the 1st regular board meeting in December.

Board Appointment Policy

Approved March 28, 2017

All applicants will be notified in writing within seven (7) business days of the board's decision. Applicants not selected and/or applications received after October 30th will be kept on file and considered when other vacancies arise.

In the event of a resignation from a board or commission, those applications held on file shall be considered in the same manner described above beginning with the selection committee.

CHARTER TOWNSHIP OF GARFIELD

Application for Appointment

Thank you for your interest in serving on a board, commission or committee. The purpose of this form is to provide the Township with some information about residents considered for appointment. If you are not selected at this time, your application will be kept on file for one year and considered if additional openings occur.

I, _____, hereby make application for appointment to:

(Name)

___ Building Committee

___ Board of Review

___ Fire Board

___ Park Board

___ Planning Commission

___ Recreation Board

___ Zoning Board of Appeals

___ Personnel Committee

___ Other Committee

for a term of _____ years, from _____ to _____.

(number)

(Appointment date)

(Term Expiration Date)

TO THE CHARTER TOWNSHIP OF GARFIELD, COUNTY OF GRAND TRAVERSE, STATE OF MICHIGAN, BOARD OF TRUSTEES:

1. I reside at: _____

(street address, city and zip code)

since _____.

(year)

Phone number(s): _____

Email address: _____@_____

2. I am at least 18 years of age: ___Yes ___No

3. Citizen of: _____

4. Employer: _____ Phone: _____

a. Indicate nature of your work: _____

b. Title: _____

5. Educational level and degrees received or other work experience that may be beneficial for this position:

6. I presently hold the following appointment and elected positions (include title and appointment or election date):

7. Previously held appointments and/or elected positions (include title and dates of service):

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8. Participation in any Township related activities. Include any civic, fraternal, charitable, professional organizations, etc. (Attach additional pages, if necessary).

9. Do you foresee any potential Conflicts of Interest while executing the Duties of this Position ? If so explain.

10.) Please explain why you would like to be on this Board, Commission or Committee?

I hereby apply for appointment to _____
(Name of Board or Commission)

And I acknowledge that:

1. If appointed, I will comply with all Statutory and other requirements and obligations of my appointment;
2. If I cease to comply with such requirements, I automatically forfeit said appointed position;
3. I hold no position or appointment which is a conflict of interest with the appointed position applied for. Should a conflict of interest arise, I will promptly inform the board or commission.
 - a. I shall inform the department head/staff prior to any meeting at which I have a possible conflict of interest that may restrict my participation in said meeting;
 - b. I will always avoid the appearance of conflict between public duties and personal interests and activities in all township public forums, pursuant to state law and township policies; and
 - c. I will not allow my personal relationships or views to affect my responsibilities to the residents I represent;
4. As a public officer (servant), I shall not engage in a business transaction with or contractual relationship to any board or commission that I am on, in which [as a public officer] I may profit from, according to MCL 15.322 Public Act 317 of 1968, Contracts of Public Servants with Public Entities;
5. To the best of my knowledge and belief, I possess the requisite qualifications for the office I am seeking; and
6. If appointed, I am committed to attend all duly noticed board or commission meetings. In the event I am not able to attend a scheduled meeting I will notify the chairman of my absence to allow them enough time to notify an alternate member to attend.

I agree and understand the responsibilities of accepting this position.

Board Appointment: _____

(Signature)

(Date)