

City of Manistique, Michigan

Policy for Boards, Commission and Committees

Policy Number 001-2021

Adoption Date

Department: City

Subject: POLICY GOVERNING BOARDS, COMMISSIONS AND COMMITTEES

Purpose: To provide an established procedure for appointments to City boards, commissions and committees, as well as clear guidelines for member term limits and serving on multiple boards simultaneously. This policy is intended for City Council appointed members to boards, commissions and committees.

Policy:

- I. Appointments
 1. All completed applications are to be sent to the City Manager's Office
 2. As applications are received, they are to be distributed as follows:

For applications with current vacancies

- A. A copy of the application will be emailed to the Clerk and Treasurer to verify that the applicant meets City Charter eligibility requirements for appointive office and satisfies a criminal background check.
- B. Upon verification that the applicant is in good standing, the application is sent to the Mayor and each City Council member.
- C. The Mayor and City Council shall have at least one full week to review possible applications.
- D. If no objections are raised involving the applicant, their possible appointment shall be listed on the agenda of the next possible City Council meeting.
- E. If there is more than one application, the Mayor shall notify the staff of the name to be placed the next available City Council agenda.
- F. Those names not advanced to appointment shall be kept on file for six months, and the applicant will be notified of this.

For applications with no current vacancies

- A. If there are no openings currently available, the Manager's staff will send a letter notifying the applicant of this, and their application will be held on file for six months.

3. A complete listing of current vacancies will be posted on the City's website. A complete listing of all active applications that have not been selected for a volunteer vacancy will be maintained in the City Manager's office.
4. The Commission has the right, but not the obligation, to consider recommendations from the board, committee or staff liaison or to make inquiry of the same nature.
5. If an application is on file for six months, the City Manager's office shall contact the applicant to determine their continued ability and desire to be considered for a vacancy.
6. Nothing in these rules or procedures shall prevent the City Council or Administration from determining an applicant's interest to serve on a committee other than the committee he or she applied for. In such cases, if the applicant has a change of interest, they will notify the City Manager's office. The application should be noted to include the source, date, and specific alternate interest volunteer opportunity.
7. After appointment, a letter is sent to the new appointee.
8. The new appointees are asked to come to the next regular City Council meeting to be introduced to the public.
9. The applicant may be appointed as an alternate. The applicant will be notified of this appointment. If a position opens and the alternate is interested in serving, the alternate will notify the City Manager's office with a letter of interest.

II. Service on More than One Board, Commission or Committee

1. City Commission appointed members may serve on not more than two boards, commissions or committees at any time in order to provide opportunities for diverse citizen input. Dual membership requests will be reviewed by the City Attorney prior to appointment to determine compatibility.

III. Member Terms

1. Eligibility for membership on City Commission appointed boards, commissions and committees shall be as mandated by City Charter.