Oscoda Township

Policy on Appointments to Boards and Commissions

Purpose:

To establish an open and consistent process for application, consideration and appointments to boards, commissions and committees (hereinafter referred to as "Boards") of Oscoda Township.

Background:

Membership

- ✓ Public Act 359 of 1947 outlines the charter township form of government, approved in Oscoda Township in 1970.
- ✓ Various state laws prescribe membership and authority of some boards.
  - The Planning Act (MCL 125.2801) establishes the Planning Commission and Zoning Board of Appeals
  - The Charter Township Act (XXX) establishes the Board of Review
  - The Economic Improvement Committee was established by Oscoda Township Resolution 2019-20
- ✓ Township Commission resolutions outline some membership requirements.
- ✓ Certain intergovernmental contracts of the township outline membership requirements.

Process

- ✓ The Township uses a variety of appointment methods, depending on the board, commission, or committee.
- ✓ In all cases, the Township Board of Trustees retains full authority for appointments.
- ✓ The Township has a Board of Review, Economic Improvement Committee, Planning Commission, and Zoning Board of Appeals. Each has a unique purpose, membership numbers, membership requirements, terms, and meeting schedule. A roster of all Boards is maintained by the Township Superintendent's office and is available on the Township website.

General Guidelines/Principles:

- ✓ The Township is best served if membership of each board is fulfilled by a well-rounded group of individuals who may offer differing perspectives and viewpoints, and who are representative of the Township at large.
- ✓ While some board positions are paid with a stipend, Oscoda Township is dependent on volunteers to fill the positions on Boards and Committees.
- ✓ Some boards have specific membership requirements as outlined in Township ordinances or

state laws which must be followed.

- ✓ Some Boards and Committees require or desire specific skill sets for the member to be effective.
- ✓ Generally there is a desire for appointees to serve on only one board at a time.
    - o Because some boards meet infrequently, it may be possible for individuals to have appointments to multiple boards simultaneously.
    - o If there are no interested and qualified candidates for a vacancy, multiple appointments of an individual may occur.
- ✓ Prior attendance history will be a factor when consideration is given for reappointment or appointment to a new board.

Application Process:

1. Standard application form will be available in the Township Supervisor's office, Clerk's office, or on the Township's website.
2. Interested applicants (or nominations for consideration) must fill out an application on-line, print and deliver, or mail the completed application to the Township Supervisor's office.
3. Applicants are encouraged to submit a resume with the application, but not required.
4. Applicants should review the purpose, skills and meeting schedule prior to applying. The purpose and skills are part of the application and the meeting schedule is on the roster maintained in the Township Superintendent's office and on the website.
5. Applications will be kept on file for consideration for the part of the calendar year it is received and two full calendar years after that.
6. Applicants will be contacted each September to ascertain if they are still interested and to verify current phone number and email. If the application is at the end of the final calendar year, the applicant will be notified that a new application must be submitted in order to be considered.

Procedure/Steps (for Annual/Expiring Appointment):

Date	Task	Responsible Party
September	1. Staff liaisons poll current Board members who are eligible for reappointment to see if they are interested in continuing to serve. Staff Liaisons will respond to Executive Assistant with their member's responses and their attendance of meetings during their term.	Various Staff/Executive Secretary in Township Supervisor's Office
September	2. Public notices for vacancies are posted and applications are received. • Newspaper, Website, Channel 188, Social Media • Announce at Township Supervisors Meeting	Executive Secretary Township Supervisor
October	3. Provide vacancies and electronic link to applications to Appointments Committee.	Executive Secretary
November	4. Review applications; solicit applicants for the vacant seats that do not have candidates in the pool of applications.	Township Supervisor

November	5. For applicants being considered for Boards other than what they applied for, contact to see if interested and if they can commit to that board's specific schedule.	Township Supervisor
November	6. Township Supervisor will inform appropriate staff liaison(s) of applicants being considered.	Zoning Administrator Assessor Economic Improvement Director Township Supervisor
November	7. Meet to determine recommendations and communicate to Executive Assistant in Township Superintendent's Office.	Township Supervisor

Second Meeting in November and No Later Than First Meeting in December	8. Recommendations provided in Township Board packet.
	    a. Include recommended appointments
	    b. Include applications of candidates being recommended
	    c. Include names of all applicants being considered*
	Must be received by Wednesday the week prior to the Township Board meeting
		Executive Secretary

Second Meeting in November and No Later Than First Meeting in December	9. Recommended appointments acted upon by Township Board.	Township Board
December	10. Mail letters congratulating applicants on their recent appointment.	Executive Secretary
December	11. Send email to all applicants considered who were not appointed and indicate an appointment has been made and their application will be kept on file for future consideration.	Executive Secretary
January	12. Orientation session held for new appointees. Depending on number of appointees, orientation may be done as a group or with individual staff liaison(s).	Township Supervisor Corresponding department head(s)

Procedure/Steps for Mid-Year Vacancies:

Task	Responsible Party

1. Notice of Vacancy will be
    a. Posted on Township website with an application due date at least 2 weeks away
    b. Announced at a Township Board meeting along with the application due date.
	Township Supervisor
	Executive Secretary

2. Review applications; solicit applications for the vacant seat(s) that do not have candidates in the pool of applicants.	Township Supervisor
3. For applicants being considered for Boards and Commissions other than what they applied for, contact to see if interested and if they can commit to that board's specific schedule.	Township Supervisor
4. Appointments Committee will inform staff liaison(s) of applicants being considered.	Zoning Administrator Assessor Economic Improvement Director Township Supervisor
5. Meet to determine recommendations and communicate to Executive Assistant in Township Manager's Office	Township Supervisor

6. Recommendations provided in Township Board packet
    a. Include recommended appointments
    b. Include applications of candidates being considered
    c. Include names of all applicants considered*
*Must be received by Wednesday the week prior to Township Board meeting
	Township Supervisor
	Superintendent's Office

7. Recommended appointments acted on by Township Board.	Township Board

8.	Mail letters congratulating applicants on their recent appointment.	Executive Secretary
9.	Send email to all applicants considered who were not appointed and indicate an appointment has been made and their application will be kept on file for future consideration.	Executive Secretary

*Please note that all Township Board members will have online access to application materials received from all applicants.