

## **Delta Township Appointment Policy for Boards/Commissions**

<b>Title:</b>	<b>Appointment Policy for Boards/Commissions</b>
<b>Adoption Date:</b>	<b>May 20, 2002</b>
<b>Revision Date:</b>	<b>February 16, 2015</b>

**General Purpose:** To establish a consistent method of handling the appointment of members of various Township boards and/or commissions.

**Summary State of Policy:** Where mandated by state law, public act or adopted ordinance, applicants for each commission or board shall meet specific requirements for said commission or board; where not mandated, applicants shall be considered primarily on the basis of interest, experience and past or current involvement in Township activities. All applicants for township boards or commissions shall be interviewed in accordance with written procedures for the specific board/commission in accordance with this policy.

### **Actual Policy as Written:**

The Charter Township of Delta will be best served if appointees to its various boards and commissions are drawn from the diverse population of the Township itself, and that where applicable, the interest and experience of said appointees be appropriate for the board or commission and/or consistent with State law, public act or adopted ordinance.

### **Section:**

1. The boards/commissions of the Charter Township of Delta are established in accordance with specific state law, public act or adopted ordinance. The charge for each committee shall be provided by said state law, public act or adopted ordinance.
  - Delta Township Building, Mechanical, Electrical and Plumbing Boards of Appeal – Uniform Construction Code, Public Act 230 of 1972
  - Delta Township Board of Review – The General Property Tax Act, Public Act 206 of 1893
  - Parks, Recreation & Cemeteries Commission – Public Act 156 of 1917, by Township Resolution March 1, 1971.
  - Fire Board of Appeals – Uniform Construction Code, Public Act 230 of 1972 – International Fire Code is a companion to the International Building Code.
  - District Library Board – District Library Board Establishment Act, 1989 Public Act 24, as amended.
  - Planning Commission – Michigan Planning Enabling Act, Act 33 of 2008.
  - Zoning Board of Appeals – Michigan Zoning Enabling Act, Act 110 of 2006.
  - Sign Board of Appeals – Delta Township Sign Ordinance
  - Economic Development Corporation – Incorporated as a non-profit corporation under provision of Public Act 327 of 1931, Public Act 284 of 1972, and Public Act 338 of 1974.
  - Property Maintenance Board of Appeals – International Property Maintenance Code adopted by Delta Township in 2002
  - Non Discrimination Complaint Committee – Delta Township Ordinance

- Lansing Board of Water and Light Board – City of Lansing Charter, Article 5 Boards and Commissions, Chapter 1 General Provisions for Boards, 5-103, Section 12, Revised 2014.
2. Where mandated by state law, public act or adopted ordinance, applicants for each commission or board shall meet specific requirements for said commission or board.
  3. Where not mandated by state law, public act or adopted ordinance, applicants shall be considered primarily on the basis of interests, experience, and past or current involvement in Township activities. Consideration will also be given so that such boards or commissions shall reflect the broad range of interests, etc. of the population of the Township.
  4. The Township Clerk will advertise periodically for interested candidates for Township commission/boards and keep any applications on file for a period of two years.
    - 4.1 Twice a year during the months of January and September the clerk's office will advertise in the newspaper soliciting members of the public to serve on boards and commissions. Other postings will appear on the Delta Township website, Township Clerk's brochure, and the Delta Township Magazine throughout the year.
    - 4.2 Applications for Boards and Commissions will be available in clerk's office and posted on the Delta Township website.
    - 4.3 The clerk's office will retain all applications for 2 years or until applicant is interviewed.
    - 4.4 Residents may send resume and/or fill out application requesting appointment.
    - 4.5 The clerk's office will acknowledge receipt of all applications by providing each applicant with a written letter of acknowledgement.
  5. Notification of expiring terms or vacated positions on all commissions/boards will be provided in writing to the township board at the first meeting of each year.
    - 5.1 Clerk's office will notify each current member of their expiration of appointment and request written notice of interest in reappointment.
    - 5.2 Department heads will provide clerk's office with a copy of any request for appointment/reappointment they receive in their office.
  6. Formal written appointment process for each board and commission will be on file in the Township Clerk's office.
    - 6.1 Two months before board/commission terms expire, the clerk's office will contact notify the Township Supervisor of the applications that are on file.
    - 6.2 All copies of requests for reappointment will be submitted to the Clerk.
    - 6.3 Upon board approval, the clerk's office will send confirmation letters to newly appointed and reappointed board/commission members requesting them to take the Oath of Office.
    - 6.4 Certificates, honoring appointees for their years of service at the time of retirement from said service, will be provided to the Township Board for public recognition.
  7. Re-appointment of an existing board or commission member will be at the discretion of the Township Supervisor; with final approval of the Township Board. Unless mandated by state law, public act or adopted ordinance, board or commission members shall hold office until such time as they are reappointed or their successor is duly appointed and qualified.

8. Upon notification of a position opening, the Township Clerk will provide copies of those applications on file to the Township Supervisor and may specifically advertise for applicants for that vacancy.
9. The Township Supervisor shall request the recommendation be placed on a regular board agenda for approval.
10. All previous resolutions (with the exception of the March 1, 1971, resolution creating the Parks, Recreation & Cemeteries Commission) concerning board and/or commission appointments are hereby rescinded.