

CITY OF GRANDVILLE BOARD APPOINTMENT PROCESS

ADOPTED BY CITY COUNCIL: 3/11/2019

VACANCY/POSTING:

City Clerk, upon being notified of a vacancy on any City Council appointed board or commission, shall publicly post the vacancy at City Hall and on the City website for a minimum of 15 days. The posting shall include information on how residents may apply to be considered for appointment. A standard application form shall be used for all boards which shall be active for 3 years at which time expired applications will be purged and interested residents must reapply. Upon receipt of an application, Clerk to verify candidate meets the minimum requirements for appointment.

APPLICATION REVIEW & OPPORTUNITY FOR BOARD INPUT:

After the vacancy has been posted for 15 days, the City Clerk shall forward to the body with the vacancy a copy of all applications for appointment to that body including any active applications on file and any received during the posting period. At a posted meeting of that body, the meeting agenda will include an item for board review of the applications provided. The board may take any of the following actions by majority vote:

- Elect to make no recommendation to the Council on the appointment.
- Elect to forward a recommendation for appointment to the City Council.
- Elect to take additional steps prior to making a recommendation to the Council. Additional steps may include public interview of selected finalist candidates. Any interviews must be conducted at a posted public meeting with an agenda item reflecting).

The Board will have 60 days from the date the Clerk forwards the applications to the body to complete its review and report its action to the City Clerk. After 60 days, it will be assumed the board makes no recommendation.

FINAL APPOINTMENT ACTION:

Following Board action, the City Manager shall include an agenda item for the appointment at a regular City Council meeting. The City Clerk will provide all applications to the Council. No name shall be included on the Council agenda, however, the Manager shall convey any board recommendation to the Council. The Charter stipulated appointment process will apply (appointment either by Council or by the Mayor as confirmed by Council) as determined by the Mayor and Council in their sole discretion.

REAPPOINTMENTS AT EXPIRATION OF TERM (NO VACANCY):

60 days prior to term expiration of any appointed board member, the City Clerk shall contact those board members whose terms are expiring and request a new application from those interested in reappointment. The process for reappointment shall be the same as above. The City Council will be provided all active applications and can reappoint the incumbent or appoint a new member via the Charter stipulated process as determined by the Mayor and Council in their sole discretion.