



CITY OF GREENVILLE

Boards & Commissions Application & Appointment Process

The City Council is always seeking resident involvement in local government decision-making. There are different ways to participate beyond attending public meetings – by serving on a board or commission. The City of Greenville is dependent on volunteers to fill the positions on Boards. The City 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 City at large. Individuals interested in serving on a board or commission are encouraged to attend board and/or commission meetings in advance of applying. Each board and commission have desired skill sets and experience amongst the membership. Some boards have specific membership requirements as outlined in City ordinances or state laws which must be followed. Meeting schedules, agendas, and meeting packets are available online at www.greenvillemi.org.

Applying to a Board or Commission

The process to apply for a position involves an application and an interview. Applications are available on the City's website and may be obtained in person at City Hall or by email request to infocity@greenvillemi.org. Applicants should indicate which board or commission to which they seek appointment on the application. Eligibility to apply and serve on a board or commission varies based on bylaws and authorizing legislation. Some boards and commissions require residency within the City of Greenville while other positions are specifically reserved for City residents or property owners within the City. Please review the bylaws of the board or commission you wish to serve to determine if you are eligible. Completed applications can be mailed, emailed, or dropped off at City Hall at 411 S. Lafayette Street, Greenville, Michigan 48838.

Appointment Process

When terms expire and/or upon notification of a board resignation, openings for the position will be advertised by the City on the City's website. The City Manager will gather new applications and contact all applicants to determine whether they are still interested in serving. The City Manager will review applications and accompanying materials and interview applicants. Applications are accepted all year long; if an opening occurs during the year, interviews will be conducted as needed. The City Manager makes a recommendation to the mayor for appointments to the board and commission. If the mayor agrees with the recommendation, the applicant will be placed on a subsequent meeting of the City Council for board approval of the appointment.

Term of Service

Each board and commission have different terms of service based on their bylaws and authorizing legislation. Please review the bylaws of the board or commission you wish to serve for the length of the term of service.

Reappointment

All members of commissions or boards whose terms are set to expire will be contacted by the Mayor to determine if the member is interested in continuing to serve or the Mayor will determine that it is in the best interest of the board or commission to reappoint the member. Reappointments are not automatic.

Resignation

Any board member that intends to resign must forward a letter to their board or commission chair, who will then forward the letter to the Mayor and City Manager. The resignation letter will then be put on a subsequent City Council agenda for acceptance by the City Council. If a board member resigns before their term expires, a replacement member will be appointed via the process listed above to serve the remainder of the term.

All information included on or attached to an application will become a matter of public record.