



Department: Supervisor's Office	Policy Number:
Affected Locations: Boards and Committees	Written by: Samantha Timko, Chief Assistant to the Supervisor
Policy: Board, Commission, and Committee Appointment Process	

1. **Purpose**

The purpose of this policy is to outline the appointment process for Orion Township's volunteer boards, commissions, and committees, including providing information on when the Township accepts applications, who oversees the process, what is required of the applicant, who makes recommendations and final appointments, and address how reappointments and resignations are handled.

2. **Applying for a Board, Commission, or Committee**

Residents interested in serving on a Township board, commission, or committee must complete the *Candidates for Boards, Commissions, & Committees Application Form*, indicating which boards, commissions, or committees they are applying for. This application can be obtained from the [Township's website](#), or the Township Supervisor's Office and returned there upon completion. The application will be considered active for six months and will be considered by the Township Supervisor, with formal appointment by the Board of Trustees if an opening in the applicable board, commission, or committee becomes available.

Eligibility to apply and serve on a board, commission, or committee varies based on bylaws and authorizing legislation. Several boards, commissions, and committees require residency within Orion Township while other positions are specifically reserved for Township residents or property owners within the Township. Bylaws are available on the respective board, commission, or committee web page.

3. **Appointment Process**

When terms expire and/or upon notification of a board, commission, or committee resignation, openings for the position will be advertised on the Township's website. The Township Supervisor will gather new applications and contact all applicants on file to confirm whether they are still interested in serving on that board, commission, or committee. The Supervisor will notify the Board of Trustees of his or her desired appointees in writing as part of the Board Agenda packet for the meeting at which he or she desires to make the appointments. All new appointees will complete paperwork with Human Resources, and appointees to the Planning Commission and Zoning Board of Appeals will receive the Oath of Office from the Township Clerk.

4. Term of Service

Each board, commission, and committee have different terms of service based on their bylaws and authorizing legislation. Typically, they will be three-year terms.

5. Reappointment

All members of boards, commissions, or committees whose terms are set to expire must notify the Township Supervisor, either in writing or verbally, of their interest to continue or discontinue service. Reappointments are not automatic.

6. Resignation

Any board member that intends to resign must forward a letter of resignation to the Township Supervisor. The resignation request will then be forwarded to the Township Board for their acceptance, and the respective board, commission, or committee chair. 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.