



Procedure for 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 the Village of Roscommon.

Background:

Membership

- Specific policies of the Village of Roscommon outlines requirements for appointments to Village boards.
- Various state laws prescribe membership and authority of some boards.
- Village Council resolutions outline some membership requirements.
- Certain intergovernmental contracts of the Village outline membership requirements.

Process

- The Village Council utilizes “Committee of the Whole” for screening, interviewing and appointment and follows the procedures outlined below.
- In all cases, the Village Council retains full authority for appointments.
- The Village has the following boards:
 - Planning Commission
 - Cemetery Board
 - Roscommon Recreation Authority
 - Downtown Development Authority
- Each has a unique purpose, membership numbers, membership requirements, terms, and meeting schedule. A roster of all Boards is maintained by the Village Manager’s office and is available on the Village website.

General Guidelines/Principles:

- The Village of Roscommon is dependent on dozens of volunteers to fill the positions on Boards.
- The Village 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 Village at large. Some boards have specific membership requirements as outlined in Village ordinances or state laws which must be followed.
- Some boards 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.
 - Because some boards meet infrequently, it may be possible for individuals to have appointments to multiple boards simultaneously.

- If there are no interested and qualified candidates for a vacancy, multiple appointments of an individual may occur.
- Prior attendance history will be considered when consideration is given for reappointment or appointment to a new board.

Application Process:

1. Standard application form will be available on the Village website or in the Village Manager's office.
2. Interested applicants (or nominations for consideration) must fill out an application and deliver or mail the completed application to the Village Manager'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 Village Manager's office and on the website.
5. Applications be kept on file for six months as per Employee Handbook.
6. Applicants will be notified of the status of a posted opening within 30 days.
7. Interested persons must reapply if openings occur.

Procedures/Steps for Appointments

1. Public Notices for vacancies will be posted in a local newspaper, on the Village website and social media, and on the announcement board at the Village Office.
2. Applications will be gathered by the Village Manager and forwarded to the Village Council for consideration.
3. The Village Council will adopt a resolution of appointment at a regularly scheduled meeting.
4. Appointees and unsuccessful applicants will be notified by the Village Manager.
5. Orientation of new appointees will be conducted on an individual basis by the Village Manager.

Procedures/Steps for Elected Officials

1. The filling of vacancies in elected villages shall be handled in accordance with the **General Law Village Act**.
2. Elected officials include:
 - a. Village President
 - b. Village Council Members
 - c. Clerk
 - d. Treasurer
3. Public notices for expiring terms will be posted in a local newspaper, on the Village website and social media, and on the announcement board at the Village Office.
4. Those interested persons will be directed to the County Clerk for specific information regarding election procedures and requirements.
5. Successful candidates will take an Oath of Office within 30 days of being elected.
6. Orientation of new electees will be conducted on an individual basis by the Village Manager and others with specific knowledge about the positions (e.g. County Clerk. County Treasurer).
7. In the event of a mid-term elected official vacancy, the following procedure will be used:

- a. Public Notices the vacancy will be posted in a local newspaper, on the Village website and social media, and on the announcement board at the Village Office.
- b. Applications will be gathered by the Village Manager and forwarded to the Village President for consideration and placement on the next regular Council meeting.
- c. The Council considers applicants as a “committee of the whole”
- d. The Village Council will adopt a resolution of appointment during a regularly scheduled meeting.
- e. Appointees and unsuccessful applicants will be notified by the Village Manager.
- f. Orientation of new appointees will be conducted on an individual basis by the Village Manager and others with specific knowledge about the positions (e.g. County Clerk. County Treasurer).