

XI. GENERAL TOWNSHIP OPERATION

Section 10. Gerrish Township Board Governance

Appointment Policy Guidelines

Purpose

To provide a consistent procedure to address all applications for appointments to boards, commissions, authorities, and committees for the Gerrish Township Board.

Authority

All applications for appointments to boards, commissions, authorities, and committees that the Gerrish Township Board shall have the authority to make shall be submitted to all Board members and voted upon by the Board at a scheduled Gerrish Township Board meeting. By state statute, the Planning Commission and the Zoning Board of Review members are appointed by the Township Supervisor with the Gerrish Township Board's approval.

Notice

Thirty (30) days before any committee expiration date, the Gerrish Township Clerk will post a notice of the intended vacancy on the Township website and other normal posting areas. Gerrish Township Board members will be advised as well. The notice shall include a description of the function, membership requirements, per diem paid, term of appointment, method of work, application instruction, due date materials, the date the appointment is expected to be made, and where to find more information (i.e., website address, phone number, contact name).

Application

Interested individuals will be directed to complete an Application for Appointment, which can be downloaded from the website or obtained from the

Clerk's Office. Those wishing to be re-appointed must also complete an Application for Appointment.

Application Submission

All applications will be submitted to the Gerrish Township Clerk's office no later than two weeks before the voting date. The cutoff date will be specified on each posting. Applicants must include any required documentation per statute and may include non-mandatory items such as a resume, letter of intent, or letter of reference.

Applications are to be forwarded by Email, U.S. Mail or in person to:

Gerrish Township Clerk
2997 E. Higgins Lake Drive
Roscommon, MI 48653
Email: clerk@gerrishtownship.org
Phone: 989-821-9313

Application Procedure

All applications received by the Gerrish Township Clerk will be distributed to all Board members after the deadline for posting has been met and will be included in the Gerrish Township Board agenda packet.

Introduction/Invitation

Following the application cutoff date, a letter will be prepared to place an "Introduction of Appointment Applicants" on the Gerrish Township Board agenda. In addition, the Gerrish Township Clerk shall invite applicants to attend a Gerrish Township Board meeting to be publicly introduced. Applicants are encouraged to attend the meeting, but their presence is not required. The "Introduction of Appointment Applicants" will include a statement by each applicant in attendance, limited to three minutes.

Appointment

A letter will be prepared to place the appointment(s) on the Gerrish Township Board agenda after the established deadline date. Applicants are welcome to attend the Gerrish Township Board meeting, but their presence is not required. All candidates will be notified of the outcome via a letter from the Gerrish Township Clerk's office.

Vacancy

The Gerrish Township Clerk will notify all Board members thirty (30) days before an appointee's term expires. If a term is vacated due to resignation, the same process will be followed once notification of said resignation has been received in the Supervisor's Office.

Supervisor's Appointments

Committee appointments that fall to the Township Supervisor by statute or committee by-laws may also be posted as a courtesy to all.

Records

The Gerrish Township Clerk's office will coordinate and oversee the process of maintaining all records of committee appointments.