



500 West Big Beaver
Troy, MI 48084
troymi.gov

Development-Related Boards, Commissions, and Committees Recruitment and Appointment Processes

Purpose:

The purpose of this recruitment and appointments process document is to provide individuals interested in Development-related boards, commissions, and committees including the Downtown Development Authority, Planning Commission, and Zoning Board of Appeals, information on how selection and appointment of members are made.

Application:

Those who are interested can find applications for boards and committees on the boards and committees webpage here:

https://troymi.gov/departments/city_clerk/boards_and_committees/index.php.

Appointments to Boards and Committees:

The following information has been extracted from the City Council Rules of Procedures and was last modified on May 10, 2021. Appointments happen in one of the following two ways:

- a) **Mayoral Appointments:** The Mayor shall, with City Council concurrence, appoint members of the following boards or committees as governed by state statute or city ordinances: Board of Review, Brownfield Redevelopment Authority, Civil Service Commission (Act 78), Downtown Development Authority, Economic Development Corporation, Global Troy Advisory Committee, Local Development Finance Authority, Planning Commission, Volunteer Firefighter Incentive Board.
- b) **City Council Appointments:** The Mayor Pro Tem shall contact candidates or incumbents for City Council appointments to determine their interest in being nominated or reappointed. Any Council Member, but usually the Mayor Pro Tem, may put forth nominees to the following boards or committees: Animal Control Appeal Board, Building Code Board of Appeals, Charter Revision Committee, Election Commission, Historic District Commission, Liquor Advisory Committee, Municipal Building Authority, Parks and Recreation Board, Personnel Board, Retiree Health Care Benefits Plan &



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Trust, SOCRRA, SEMCOG, Sustainable Design Review Committee, Traffic Committee, Zoning Board of Appeals.

Those who are interested should send in their completed application, found on the boards and committees webpage here:

https://troymi.gov/departments/city_clerk/boards_and_committees/index.php, to the City Clerk's office and the City Clerk will direct the completed application to the appropriate Councilmember for consideration at a future Council Meeting.

Nominations for Boards and Committees:

The Mayor or any Council Member desiring to nominate a person for appointment to a board, commission, or committee shall submit the person's name for nomination at a regular meeting during the item Board and Committee Nominations. The person's name will be placed on the agenda for the next regular meeting under the item Board and Committee Appointments. A brief summary of background and personal data as to the nominee's qualifications (or a resume) should be submitted on or before the time of nomination, except that such a resume shall not be required for the re-nomination of a current board or commission member, or if the Council unanimously agrees that a resume is not necessary. In the event that more nominees are put forth than positions available, the City Clerk will conduct a roll call vote.

Term of Service:

Each board, commission, and committee have different terms of service based on their bylaws and authorizing legislation.

Reappointment:

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

Resignation:

Any board member that intends to resign must forward a letter of resignation to the Staff Liaison. The resignation request will then be forwarded to City Council 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.