



City of Frankenmuth Boards and Commissions Appointment Process

This packet has the procedures and policies for City Body appointments. Page 1 outlines the process from appointment to resignation. Page 2 and 3 contains the resolution from 1998 establishing a policy for recruitment and selection. More information for those serving on one of the city's boards can be found in the [orientation packet](#).

APPLYING TO A BOARD OR COMMISSION

Individuals interested in serving on a City board, commission, or committee must complete the “[Application for Citizens Seeking Appointment to Board, Committee, or Commission](#)”, indicating which board or commission they are applying for. This application can be obtained from online or the City Office and returned there upon completion. The application will be considered ‘active’ for up to one year and will be considered by the Mayor and Council if an opening in the applicable board or commission becomes available.

Eligibility to apply and serve on a board or commission varies based on bylaws and authorizing legislation. Several boards and commissions require residency within the City of Frankenmuth while other positions are specifically reserved for township residents, residents of the School District, or members of City Council.

APPOINTMENT PROCESS

When terms expire and/or upon notification of a board or board resignation, openings for the position will be advertised in the local paper (if deemed necessary), through the City website, and/or via social media. The City Clerk will gather new applications and contacts all applicants on file to confirm whether they are still interested in serving on that board. After gathering and verifying applications, the City Clerk will forward them to the proper body or City Council (depending on the appointing authority). Council makes the appointment and the new member is advised accordingly. Should the applicant be selected, the staff liaison will contact the new member for [orientation](#).

TERM OF SERVICE

Each board and commission has different terms of service based on their bylaws and authorizing legislation. Typically boards and commissions will have three year terms.

REAPPOINTMENT

All members of commissions or boards whose terms are set to expire must complete an “[Re-Appointment Questionnaire](#)” and submit to the City Clerk. The application will confirm the board or commission member’s interest to continue or discontinue service.

RESIGNATION

Any board member that intends to resign must inform their chairman and/or the City Clerk. If a board or commission member resigns before their term expires, a replacement member will be appointed via the process listed above to serve the remainder of the term.

R E S O L U T I O N N O . 98-

A RESOLUTION ESTABLISHING RECRUITMENT AND SELECTION PROCEDURES FOR CITY BOARDS, COMMISSIONS COMMITTEES AND ADOPTING RESPONSIBILITIES DUTIES OF APPOINTED CITY BOARDS, COPMITTEES

WHEREAS, the City Council of the City of Frankenmuth desires to establish a policy for the recruit and selection of members for each respective City Board, Commission and Committee in order to ensure that all citizens have a fair and equal opportunity to offer their service to the City of Frankenmuth for these volunteer positions.

BE IT RESOLVED that the City Council of the City of Frankenmuth hereby adopts the following policy and the attached forms:

A. Upon the expiration of each Board, Commission or Committee member's term (excluding terms of City Council or City Staff Members appointments), all persons seeking appointment or reappointment shall file a form with the City Clerk indicating their intent on seeking appointment. Such form(s) shall be approved by the City Council and must be submitted to the City. at least thirty (30) days prior to the date of appointment.

B. Prior to November 15th each year, the City Clerk shall publish a notice in the Frankenmuth News which announces the number of positions on each respective Board, Commission and Committee that will be open for the forthcoming year. In addition, each member of a Board, Commission or Committee whose term expires will be notified of their term's expiration prior to November 15th.

C. Prior to making any Board, Commission or Committee appointments for the forthcoming year, the City Council shall review each form submitted by those candidates expressing their desire to be appointed to a respective Board, Commission or Committee .

BE IT FURTHER RESOLVED, that the City Council of the City of Frankenmuth hereby adopts the attached Duties and Responsibilities of Appointed Boards, Commissions and Committees.

Ac t ion: Approved

Gary C. Rupperecht
GARY C. RUPPERECHT, MAYOR

Phillip W. Kerns
PHILLIP W. KERNS, CLERK

**City of Frankenmuth
Responsibilities and Duties
Of Appointed Boards, Commissions and Committees**

APPOINTMENT RESPONSIBILITIES

1. Upon considering an appointment to a Board, Commission or Committee the City Council may review an application from a prospective candidate or a completed questionnaire from a member seeking reappointment. The application and questionnaire forms are to be approved by the City Council.
2. Upon being appointed and after accepting the appointment, a member must be willing to assume the responsibilities of the appointment to serve on the Boards, Commission or Committee,
3. Members should make every effort. to familiarize themselves with issues before their Board, Commission or Committee.
4. It is recommended that a member be in attendance at all meetings, Any member whose attendance is unexcused for four (4) regular meetings in one calendar year or three (3) consecutive regular meetings may be removed from the Board, Commission, or Committee by action of the City Council.
5. Should a member of a Board, Commission or Committee request a leave of absence, the City Council will evaluate the following criteria prior to making a decision on granting or denying a request: (1) How would a leave of absence affect the work of the respective Board, Commission or Committee? (2) Is the leave due to an educational, illness or work related issue? (3} What is the length of time of the requested absence?
6. If a member of a Board, Commission or Committee is no longer able to serve or .comply with the responsibilities and duties contained herein, the member must notify the City Council.

BOARD COMMISSION AND COMMITTEE DUTIES

1. Each Board, Commission and Committee should annually elect its own chairperson and vice-chairperson.
2. The chairperson shall reside at all regular and special meetings. In the absence of the chairperson, the vice-chairperson shall preside. If both the chairperson and vice chairperson are absent, a temporary chairperson shall be elected for said meeting by those voting members in attendance.
3. A member of the Board, Commission, Committee or City staff shall keep minutes of the proceedings, sign all communications of the Board, Commission or Committee, and forward minutes and other communication to City Hall as soon as possible for distribution to the City Council and other members of the Board, Commission or Committee.
4. All meetings shall be open to the public and comply with the Michigan Open Meetings Act and abide by Robert's Rules of Order.
5. The Secretary of each Board, Commission or Committee shall annually submit a roster which lists the attendance of each member for the preceding year.
6. Official meetings of any Board, Commission, or Committee shall not take place without a quorum. In the event there is not a quorum, members may decide to hold an informational meeting without taking any official action. A quorum constitutes more than one half of the Board, Commission, or Committee members being in attendance at the meeting (i.e. 9 members are on the Planning Commission. In order for a meeting to take place, at least 5 of the 9 members must be in attendance).
7. Voting shall be by ayes and nays. A roll call vote may be called by any member. Proxy votes are not allowed.
8. Boards, Commissions, or Committees may establish sub-committees. The chairperson shall appoint a sub-committee chairperson and members.