

POLICY NO. P22-01

BOARDS & COMMISSIONS RECRUITMENT AND APPOINTMENT POLICY

CITY OF COLDWATER

(Effective Date: 02/14/2022)

Purpose:

The purpose of this policy is to outline the appointment process for the City of Coldwater's volunteer boards and commissions, including providing information on when the City 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.

Policy:

1. Applying to a Board or Commission

Individuals interested in serving on a City board, commission, or committee must complete an "Application for Consideration for Appointment to Citizen Boards and Commissions," indicating to which board or commission they are applying. An applicant may express interest in applying for more than one board or commission at a time. This application can be obtained online on the Boards & Commissions page of the City website. The application will be considered 'active' for one year from the form submission date and will be considered by the appointing authority as openings in the applicable board(s) or commission(s) become available. Applications are accepted on a rolling basis.

Eligibility to apply and serve on a board or commission varies based on its respective bylaws and authorizing legislation. Several boards and commissions require residency within the City of Coldwater for some or all positions, while other positions are specifically reserved for county residents or property owners within the City, among other possible requirements. According to the City Charter, any person who is in default to the City shall not be eligible to hold any city office, and therefore will not be considered as an applicant.

2. Recruitment Process

When terms expire and/or upon notification of a board resignation, openings for the position will be posted on the City website and/or via social media. Those interested in serving will be directed to the application available online. The City Manager's office will gather new and existing applications for consideration by the appointing authority.

3. Appointment Process

After gathering applications, the City Manager's office will forward them to the appointing authority for review (either the Mayor, City Council, or City Manager). The appointing authority will review applicants based on the skill sets and other information

found in their respective applications. A single candidate will be selected by the appointing authority, then brought before City Council for final approval. A complete list of all desired skill sets and member expectations can be found on the Boards & Commissions page of the City website. For appointments made by the Mayor with the consent of Council, the Mayor shall notify Council in the council packet prior to the meeting. Changes must be made not less than 18 hours prior to the meeting. For appointments made by the City Manager with the consent of Council, the City Manager shall notify the Council through the same manner.

4. Term of Service

Each board and commission have different terms of service based on their bylaws and authorizing legislation. Meeting attendance requirements and member duties vary by board or commission. Typically, boards and commissions will have three-to-five-year terms and meet at least once per month.

5. Reappointment

Reappointments are not automatic. All members of commissions or boards whose terms are set to expire, and who are eligible for reappointment, are requested to indicate if they wish to serve another term in writing to the appointing authority (Mayor, City Council, or City Manager) and must be reconfirmed by City Council. If a board or commission member does not wish to seek another term, they are encouraged to submit a written statement of resignation to the appointing authority for the City Manager's office to keep on file.

6. Resignation

Any board member that intends to resign is encouraged to forward a written statement of resignation to their board or commission chair, who will then forward the statement to the City Manager's office. The appointing authority will be notified of a vacancy by the City Manager's office. 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.

7. Vacancies

A complete listing of current vacancies will be posted on the City's website. A complete listing of all active applications that have not been selected for a volunteer vacancy will be maintained in the City Manager's office.

8. Boards by Appointing Authority

Mayor

Brownfield Redevelopment Authority
Coldwater Board of Public Utilities
Construction Board of Appeals
Downtown Development Authority
Historic District Commission
Housing Board of Appeals
Library Advisory Board
Local Development Finance Authority
Planning Commission
Property Maintenance Code
 Board of Appeals
Recreation
Zoning Board of Appeals

City Council

Board of Review
Economic Development Corporation

City Manager

Housing Commission