

City of Sturgis Appointed Boards/Commissions Application

Name: _____
(First) (Middle) (Last)

Address: _____
(Street) (City) (Zip)

Are you a city resident? _____ Home Phone: _____

Occupation: _____ Work Phone: _____

Employment: _____
(Name of Employer)

(Street) (City) (Zip)

Please list your qualifications for effective Board membership (Include all City Boards you serve on and any relevant experience/expertise in the area you wish to serve):

Reasons for seeking appointment (Areas of interest, goals, etc.):

Are there any reasons you may have a conflict of interest if you were appointed to a Board or Commission which you listed? _____ If yes, please explain.

References (Non-family, these may be personal or professional):

(Name) (Address) (Phone)

(Name) (Address) (Phone)

Signature: _____ Date: _____

Please acknowledge that you have read the attached Boards/Commissions Policy. Yes _____ No _____

Choose any boards/commissions that you are interested in, numbering them in order of preference, 1 being the most preferred.

- | | |
|---|--|
| _____ Airport Advisory Board | _____ Employees' Retirement System |
| _____ Auditorium Board | _____ Health Facilities & Hospital Finance Authority |
| _____ Board of Review | _____ Hospital Board of Trustees |
| _____ Cemetery and Parks Board | _____ Housing Project Review Committee |
| _____ Construction Board of Appeals | _____ Planning Board |
| _____ Downtown Development Authority Board of Directors | _____ Recycling Committee |
| _____ Doyle and Recreation Advisory Board | _____ Sister City Committee |
| _____ Economic Development Corporation & B.R.A. | _____ Sturgis Housing Commission |
| _____ Elected Officials Compensation Commission | _____ Zoning Board of Appeals |
| _____ Election Commission | |

Note: Applications will be held on file for one year only.

Please return to: CITY CLERK'S OFFICE, 130 N. NOTTAWA STREET, STURGIS, MI 49091, (269) 651-2321

CITY COMMISSION POLICY GOVERNING CITY BOARDS AND COMMISSIONS

Appointments:

Each individual interested in serving on a City board or commission shall complete the “City of Sturgis Appointed Boards/Commissions Application”. As part of that, each applicant should acknowledge their review of this policy. The application would then be returned to the City Clerk’s Office. The application will be held on file for one year. All appointments shall be made by resolution.

Reappointments:

Each year before May, all members of commissions or boards whose terms are set to expire will complete a “City of Sturgis Reappointment Application.” The application will confirm the board or commission member’s interest to continue or discontinue service. Reappointments are not automatic. The City Commission shall review all appointment applications and appointed board/commission applications, then making its recommendation for appointment. It is the desire of the City Commission to appoint or reappoint the applicant that will best compliment that particular board or commission.

Board Openings/Resignations:

Any board member that intends to resign, must forward a letter to their chair, who will then forward that letter to the City Clerk. The resignation letter will be forwarded to the City Commission for their acceptance. Upon Notification of a citizen board resignation, the opening will be advertised immediately by City Staff. The City Clerk’s Office shall contact all applicants previously on file to confirm whether interest in serving on that board still exists. The City Clerk will contact the board chair for any thoughts or comments on filling the vacancy. The City Clerk will forward all of the applications on file as well as any comments from the board. The City Commission will review all applications and the board’s recommendation, then make their board appointment. The City Clerk’s Office will send a letter of appreciation to individuals resigning from a citizen board and a notice to the newly appointed board member.

Attendance Policy:

Members of citizen boards or commissions are expected to attend meetings on a regular basis. A board member should inform the Chair or City Staff if they will not be able to attend the meeting. The chair or secretary of each board will forward to the City Clerk the attendance record of all members on a quarterly basis. The City Clerk will review these records and contact those individuals that have missed at least three meetings in the previous twelve months. The City Clerk will then forward that information to the City Commission for their review and possible action. Three absences in a twelve month period may constitute sufficient reason for removal of member with such an attendance record by the City Commission.

Orientation:

Staff shall provide an orientation for all new citizen board or commission members that includes a review of enabling legislation for that board or commission, Modern Rules of Order, historical perspectives on work of the board or commission, and any other material appropriate to the work of the particular board or commission such as by-laws, traditional practices, etc.

Training Requirements:

The increasing complexity of municipal operations and the potential for legal challenges to recommendations and decisions made by appointed and elected officials makes it increasingly important for members to receive proper training in order to carry out their roles and responsibilities. The following boards shall be required to attend appropriate training in their particular specialty within one year of appointment:

Planning Board, Zoning, Housing & Building Board of Appeals, Hospital Board

Thereafter, the above boards shall continue to attend a minimum of one workshop, training seminar, etc. per year. All other boards are strongly encouraged and may be required to attend training that enhances their ability to effectively serve. Continuing education efforts of board or commission members will be a consideration for reappointment.

Preparation

Most of the City’s boards prepare an agenda prior to each meeting and many provide related materials. Each board member will be expected to come to each meeting prepared to discuss the relevant issues, having reviewed any provided documentation. Board members will be expected to arrive at meetings on time, in an alert condition, and with an open mind so that meeting will be conducted in an efficient and fair manner.

Expenses Related to Service:

In the course of receiving training, travel or other expenses, related to serving on a City board or commission, which are incurred by the member may be reimbursed.