

CITY OF MARQUETTE, MICHIGAN

CITY COMMISSION POLICY

Policy Number: 2002-01	Revision Date: January 11, 2010 October 14, 2014 July 27, 2015 October 13, 2015
Date Adopted: February 25, 2002	
Department: Administrative	

SUBJECT: **POLICY GOVERNING BOARDS, COMMISSIONS AND COMMITTEES**

PURPOSE: To provide an established procedure for appointments to City boards, commissions and committees, as well as clear guidelines for member term limits and serving on multiple boards simultaneously. This policy is intended for City Commission appointed members to boards, commissions and committees.

POLICY:

I. Appointments

1. All completed applications are to be sent to the City Manager's Office.
2. As applications are received, they are to be distributed as follows:

For applications with current vacancies

- A. A copy of the application will be emailed to the Police Department, Clerk, Treasurer and Human Resources Department to verify that the applicant meets City Charter eligibility requirements for appointive office and satisfies a criminal background check.
- B. Upon verification from the Clerk, Human Resources Department, Police Chief, and Treasurer that the applicant is in good standing, the application is sent to the Mayor and each City Commissioner, as well as the staff liaison for that particular committee.
- C. The Mayor and City Commissioners shall have at least one full week to review possible applications.

- D. If no objections are raised involving the applicant, their possible appointment shall be listed on the agenda of the next possible City Commission meeting.
- E. If there is more than one application for a vacancy, the Mayor shall notify staff of the name to be placed on the next available City Commission agenda.
- F. Those names not advanced to appointment shall be kept on file for six months, and the applicant will be notified of this.

For applications with no current vacancies

- A. If there are no openings currently available, the Manager's staff will send a letter notifying the applicant of this, and their application will be held on file for six months.
- 3. A complete listing of current vacancies will be posted on the City's website and Cable Channel. 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.
- 4. The Commission has the right, but not the obligation, to consider recommendations from the board, committee or staff liaison or to make inquiry of the same nature.
- 5. If an application is on file for six months, the City Manager's office shall contact the applicant to determine their continued ability and desire to be considered for a vacancy.
- 6. Nothing in these rules or procedures shall prevent the City Commission or Administration from determining an applicant's interest to serve on a committee other than the committee he or she applied for. In such cases where a change of interest is noted, the application should be noted to include the source, date, and specific alternate interest volunteer opportunity.
- 7. After appointment, a letter is sent to the new appointee and staff liaison.
- 8. The new appointees are asked to come to the next regular City Commission meeting to be introduced to the public.

II. Service on More than One Board, Commission or Committee

- 1. City Commission appointed members may serve on not more than two boards, commissions or committees at any time in order to provide opportunities for diverse citizen input. Dual membership requests will be reviewed by the City Attorney prior to appointment to determine compatibility.

III. Member Terms

- 1. Eligibility for membership on City Commission appointed boards, commissions and committees shall be as mandated by City Charter, Section 6-1(f).