



## Board / Commission / Committee Appointment Policy

### PURPOSE

Boards, Commissions and Committees (Committees) are created, either through mandate or the will of the Otsego County Board of Commissioners, to aid them in the policy development and decision-making process. It is the intent of the Board to solicit public interest and to establish a fair and equitable procedure for appointments, reappointments or replacement of members to County Committees.

### POLICY

1. The term of office for all appointments to committees shall begin on January 1, except as otherwise required by law.
2. County Commissioners may be appointed to serve on committees where such service is not prohibited by law or is mandated by law. Commissioners appointed to serve on committees shall be appointed annually and shall be deemed to serve by virtue of their position as County Commissioner. For such Commissioners, such appointment shall continue only so long as the Commissioner continues in office. At the point a Commissioner so appointed vacates the office of County Commissioner, all appointments enjoyed by virtue of that office shall also terminate.
3. Open positions, including openings due to term expirations or mid-term resignations, on committees shall be posted on the County's website for a period of four weeks prior to the Board of Commissioners taking action on a position. Such postings will list the deadline for applying for open positions.
4. Citizens who are already serving on a committee, and whose terms are expiring will be notified of the expiration of their term approximately six weeks prior to the date of term expiration. They will be required to submit a letter of interest as to whether or not they wish to continue serving on said board. If a letter is not received from the individual whose term is expiring, it will be assumed that the individual no longer wishes to serve on this committee.
5. Vacancies prior to the expiration of a term will be viewed as new appointments and the procedure outline in item 3 will be followed. The appointment of a position due to a mid-term opening will be for the remainder of the original term. All resignations should be submitted in writing to the Board of Commissioners.
6. All applications received prior to the established deadline will be forwarded to the respective committee to review for recommendation to the Board of County

Commissioners. Applications received after the deadline, but before the position is filled, may be considered at the Board of Commissioner's discretion. The Board will consider the committee's recommendation and appoint an individual to serve on the committee. All appointees must be residents and registered voters in Otsego County prior to the time the appointment is made. An exception to the residency requirement may be given in the case when no County resident could be found at the time of the initial appointment to the open position. The residency requirement will be waived for additional terms for individuals appointed in these circumstances.

7. After the appointment is made, all individuals who submitted applications will receive notification from the County Administrator's office advising whether or not they were selected for the particular position for which they indicated an interest.
8. Alternate County committee members, where alternate membership slots are provided, shall be appointed in the same manner as set forth in this policy.
9. All members appointed by the Board to serve on various committees are expected to attend each and every meeting of the committee. If a member is absent from three or more meetings of the committee in a calendar year, the Board of County Commissioners may consider removal of such members.
10. A member appointed by the Board to serve on a committee may be removed by the Board for any reason via a majority vote of the Board.
11. All Appointments to the Otsego County Planning Commission shall be in compliance with MCL 125.3815 and the Otsego County Planning Commission Ordinance of 2011 being Ordinance 2011-1, in addition to this Otsego County Board/Commission/Committee Appointment Policy.
12. All Appointments to the Otsego County Zoning Board of Appeals shall be in compliance with MCL 125.3601, the Otsego County Zoning Ordinance Article 23 – Board of Zoning Appeals, in addition to this Otsego County Board/Commission/Committee Appointment Policy.
13. All appointments to the Otsego County Parks and Recreation Commission shall be in compliance with MCL 46.351 in addition to this Otsego County Board/Commission/Committee Appointment Policy.
14. All appointments to the Otsego County Veteran's Affairs Committee shall be in compliance with MCL 35.621 in addition to this Otsego County Board/Commission/Committee Appointment Policy.
15. All appointments to the Otsego County Brownfield Redevelopment Authority shall be in compliance with MCL 125.2655 in addition to this Otsego County Board/Commission/Committee Appointment Policy.

16. All appointments to the Otsego County Construction Board of Appeals shall be in compliance with MCL 125.1514 in addition to this Otsego County Board/Commission/Committee Appointment Policy.
17. Appointment of the Otsego County Medical Examiner shall be in compliance with MCL 52.201 in addition to this Otsego County Board/Commission/Committee Appointment Policy.
18. All Appointments shall be made in accordance with any applicable laws.
19. Where there is a conflict between the Board/Commission/Appointment Policy and Michigan Law, Michigan Law shall govern and the inconsistent provision of the Policy shall be null and void and considered severed, leaving the remaining Policy in full effect.