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Village of Elk Rapids

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AGENDA

**SUBCOMMITTEE ON PROPOSED ORDINANCE 2022-04
THURSDAY, AUGUST 4, 2022, 9:00 AM
GOVERNMENT CENTER, 315 BRIDGE STREET, ELK RAPIDS, MI 49629**

1. ROLL CALL & WELCOME

2. CITIZEN COMMENTS: Any citizen who wishes to address the subcommittee on any matter may speak at this time. Persons addressing the subcommittee are asked to state their name, address and, if applicable, their affiliation. The Chair should recognize the citizen before speaking. A three-minute limitation applies unless extended by the Chair.

- Citizens are only allowed to speak during the “Citizen Comments” portion of this meeting, and not during the business portion.

3. UNFINISHED BUSINESS:

**A. PROPOSED ORDINANCE 2022-04 – BOARD & COMMISSION APPLICATION
PROCESS AMENDMENT DISCUSSION**

4. UPCOMING MEETING DATES:

- **REGULAR COUNCIL MEETING** – Monday August 15, 2022, at 7:00 p.m. in the Government Center, 315 Bridge Street, Elk Rapids, MI 49629.

5. ADJOURN



MEMORANDUM

TO: Subcommittee Members Rick Bellingham, Tracy Fosdick, and Charlie Pryde

FROM: Kaitlyn Szczypka, Village Clerk

DATE: August 4, 2022

RE: **Subcommittee Amendments – Proposed Ordinance 2022-04 – Board and Commission Appointment Process**

BACKGROUND: After the public hearing for proposed ordinance 2022-04, council decided to have a subcommittee review the ordinance and present amendments. President Janisse appointed trustees Rick Bellingham, Tracy Fosdick, and Charlie Pryde to serve on the subcommittee, and appointed Trustee Bellingham as the chair.

The subcommittee met and came up with the amendments for council consideration at the regular council meeting on August 1, 2022. After discussion, it was decided that the subcommittee would meet again to consider additional substantive changes. These amendments will be presented to the village council at the next regular meeting on August 15, 2022.

Proposed Considerations:

SOURCE	LINE(S)	PROPOSED CHANGE	REASONING
Council	40	Change “chair” to “designated commission member”	Council noted that board & commission chairs may not always be available to be on the nominating committees. By making this change, it allows the committee a bit more flexibility. This designee could be appointed by the chair or nominated and voted on by the respective board or commission.
Council	72-74	Term limits	Some council members expressed concern over the possibility of losing the knowledge and experience that more seasoned members of boards & commissions may offer.
Staff	60-65	Board & commission application due date	It would be helpful for the clerk department to have a firm date on when applications are due so this can clearly be posted to the public. This in turn helps the nominating committees in scheduling meeting dates/times to discuss applicants.



Staff	69-70	When nominating committees are required to meet	After applications are collected, there should be a process for scheduling nomination committees for each board & commission. Each nominating committee should alert the clerk department of when they plan on meeting so it can be properly posted in compliance with the Open Meetings Act and not conflict with other nominating committees' meetings.
Staff	70-72 or 79-80	Deadline when nominating committees shall report their proposed nominees	In order to be presented at the first meeting in April, nominating committees must submit their nominees no later than the Wednesday before the regular council meeting at 5:00 p.m. This will allow the applications of each nominee to be included in the packet and prepare the full council to make an informed decision.

There may be more considerations that the subcommittee may want to consider.

Based on the proposed changes from staff, here is the suggested timeline for the subcommittee to consider:

- **Last day of February: deadline for applications.** This gives the public two months to consider volunteering and submitting their application to the clerk department.
- **Month of March: when nominating committees meet.** This allows each committee to schedule public meetings in compliance with the Open Meetings Act in which the village president will meet with them and discuss merits of candidates and requirements of the positions.
- **Wednesday before the April regular council meeting: nominating committees submit nominees.** Each committee will submit their choices to the office of clerk in accordance with village policy so candidate applications can be included in the packet for consideration.

RECOMMENDED ACTIONS: Consider the amendments to proposed ordinance 2022-04 and make changes to propose to council at the regular meeting on August 15, 2022.





PROPOSED ORDINANCE 2022-04
ELK RAPIDS GENERAL CODE OF ORDINANCES
CHAPTER 2 - ADMINISTRATION

The Village of Elk Rapids ordains to amend **Chapter 2 ADMINISTRATION § 2-81 INTRODUCTION TO COMMISSIONS (b-1)** for the purpose of codifying the board and commission appointment process.

§ 2-81. - Introduction to Commissions – Membership. (b-1)

(b) Village ordinances outline the duties and responsibilities as follows: All the commissions utilize general section statements. Individual divisions on boards and commissions define the scope and role of the commission. Each division of this article refers back to this general section on commissions.

1. Membership.

- Each commission shall include one council member, appointed by the president as a voting member. Council members are also governed by Article I, Division 1 of this Chapter. Appointed council members will act as the Village Council representative to the commission, and will be appointed /reappointed by the Village President to serve only during their tenure as an elected Trustee on the council. Mid-term vacancies shall be filled for the unexpired term in like manner as original appointments.
- The number of members and residency requirements of each commission is defined in each specific commission's section. Each board or commission's bylaws shall serve as a job description for the specific public body's membership roles and responsibilities.
- All other commission member appointments/reappointments shall be handled through the following process:
 - 1.** The clerk shall notify the public and village president within the first full week of the calendar year regarding number of board and commission membership spots that are up for appointment/reappointment. In addition, the clerk shall send letters to board and commission members whose terms will expire in April of that year.
 - 2.** A nominating committee for each board or commission shall be comprised of the village president, respective commission chair, and the village council liaison and shall follow the selection process below to present commission appointment recommendations to the Village Council as they arise:



- **Specify:** Identify the specific needs and requirements for the respective board or commission.
- **Source:** Find as many candidates as possible from diverse sources.
- **Recruit:** Attract the best candidates to apply for positions.
- **Assess:** Use specific criteria to evaluate qualifications, i.e. the requirements specified in each board or commission’s bylaws.
- **Select:** Vet candidates to the council and respective board or commission on the criteria and objectives of the specific public body.
- **On-Board:** Orient new members to the policies, mission, values, goals, and objectives of the board or commission.

3. Interested citizens shall be invited to apply via an announcement to the public and may submit an official application to serve on a board or commission. Efforts shall be made to recruit as many candidates as possible from diverse sources. Once received by the clerk department, the application shall printed, stamped, filed, and sent to the village president and appropriate nominating committee members for consideration. It shall remain on file at the village office until the end of the calendar year. Applications can be found at <https://elkrapids.org/>, on individual board and commission webpages, or at the village office.

4. The nominating committee members shall review all applications received to see how each applicant might benefit the board or commission. The nominating committee may speak to board and commission members to discuss the merits of applicants in relationship to the role on the commission or board. In an effort to involve new volunteers, those candidates asking to renew for more than a second consecutive term will be considered at lowest priority. (After one term of not serving on a board or commission, a volunteer will be considered “new” again and given the same priority as any new volunteer. Board and commission members will be encouraged to limit terms to no more than 6 years.

5. The village president shall recommend board and commission member appointments/reappointments based on the recommendations of the nominating committees to council for approval annually in April. Mid-term vacancies shall be filled for the unexpired term in like manner as the original appointments.

6. Appointed members shall be notified by the clerk department. Applicants who were not chosen for appointment will be notified and thanked, and their application will be placed on file and available for one year after the original submitted date. A welcome packet with an official letter, information on relevant laws, relevant training opportunities, and the bylaws of the relevant board or commission shall be sent to each new member. Appointees shall be notified that they need to take a constitutional oath with the clerk before they start performing their duties. All new



91 board and commission members shall begin their terms in May of the year of their
92 appointment.
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- 94 • Members are required to take the constitutional oath of office as soon as possible after
95 appointment or reappointment before assuming their responsibilities.
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- 97 • Membership requirements shall meet above sub-sections a. and b. unless otherwise
98 superseded by state statute.
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