



PROPOSED ORDINANCE 2022-04
VILLAGE OF 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 & b-6)** for the purpose of codifying the board and commission appointment process and amending the election process for boards and commissions. The amended section shall read as follows:

§ 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.

- a)** 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.
- b)** The number of members and residency requirements of each commission is defined in each specific commission's section and by relevant state law. Each board or commission's bylaws shall serve as a job description for the specific public body's membership roles and responsibilities.
- c)** 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 or designated commission member,



43 and the village council liaison consisting of three-member team in total. In the case
44 of the DDA where the village president is the liaison, an additional DDA member
45 shall be on the committee. The committee shall follow the selection process below
46 to present commission appointment recommendations to the Village Council as
47 they arise:
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- 49 a) **Specify:** Identify the specific needs and requirements for the
50 respective board or commission.
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- 52 b) **Source:** Find as many candidates as possible from diverse sources
53 through personal and public, for invitation. For example, public
54 invitations can be made by reaching out through multiple forms of
55 communication to public such as posting in the newspaper, on the
56 village website, and village social media pages.
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- 58 c) **Recruit:** Attract the best candidates to apply for positions by.
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- 60 d) **Assess:** Use specific criteria to evaluate qualifications, i.e., the
61 requirements specified in each board or commission's bylaws. An
62 interview of the candidate may should be conducted.
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- 64 e) **Select:** Vet candidates to the council and respective board or
65 commission on the criteria and objectives of the specific public body.
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- 67 f) **On-Board:** Orient new members to the policies, mission, values,
68 goals, and objectives of the board or commission.
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70 3. Interested citizens shall be invited to apply via an announcement to the public and
71 may submit an official application to serve on a board or commission. Efforts shall
72 be made to recruit as many candidates as possible from diverse sources. In order
73 to be considered for regular appointments in April, the deadline for applications to
74 be submitted will be the last date in February. Once received by the clerk
75 department, the application shall be printed, stamped, filed, and sent to the village
76 president and appropriate nominating committee members for consideration. It
77 shall remain on file at the village office until the end of the calendar year.
78 Applications can be found at <https://elkrapids.org/>, on individual board and
79 commission webpages, or at the village office.

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81 4. Nominating committees shall meet in the month of March and post their meetings
82 in compliance with the Open Meetings Act. The nominating committee members
83 shall review all applications received to see how each applicant might benefit the
84 board or commission and if they meet the requirements for membership per
85 ordinance or state law. The nominating committee may speak to other board and
86 commission members to discuss the merits of applicants in relationship to the role
87 on the commission or board. The nominating committee may should reach out to
88 candidates to conduct an interview, which may be subject to the Open Meetings
89 Act.
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a) Should the nominating committee fail to meet during the month of March, the village president shall fulfill the duties and make recommendations on behalf of the respective committee.

5. All nominations are due to the office of the clerk no later than the Wednesday before the first April regular council meeting at 5:00 p.m. If different nominating committees ask for the same candidate(s) to serve on their board or commission, the village president shall make an executive decision on which board or commission the applicant will be nominated for.

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

7. 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, notification that they need to take a constitutional oath before performing duties, 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 board and commission members shall begin their terms in May of the year of their appointment.

a) 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.

d) Members are required to take the constitutional oath of office as soon as possible after appointment or reappointment before assuming their responsibilities.

e) Membership requirements shall meet above sub-sections a. and b. unless otherwise superseded by state statute.

Sections b-2 through b-5 shall remain the same.

§ 2-81. – Introduction to Commissions – (b-6)

6. Members of a board or commission shall elect a Chair and Vice-Chair to serve for one year during their April regular meeting. The officers shall begin their duties at the first meeting, regular or special, in May. Chairs ~~shall not be elected for~~ are encouraged to serve no more than two consecutive years in order to build up leadership on each board and commission.



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Ordinance 2022-04 shall be in full force upon the date of publication (Thursday, November 10, 2022) and filed in the Office of the Village Clerk.

ROLL CALL VOTE

Yeas:
Nays:
Excused:

I do hereby certify that the above ordinance to amend the Village of Elk Rapids General Code of Ordinances is a true and correct copy of that recorded in the official minutes of the November 7, 2022 Elk Rapids Village Council Meeting.

James Janisse
Village President

Kaitlyn Szczypka
Village Clerk

