

**TOWNSHIP OF SCIO BOARD OF TRUSTEES**  
***Policy to Standardize Process to***  
***Appoint Members to Township Committees***

I hereby certify that the Township of Scio Board of Trustees *Policy to Standardize Process to Appoint Members to Township Committees* was adopted by the Board of Scio Township at its Regular Meeting held on January 23, 2024

  
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Jessica M. Flintoft, Township of Scio Clerk

## Policy to Standardize Process to Appoint Members to Township Committees

### Purposes of Policy

The purpose of this policy is to standardize the process that the Board of Trustees (“Board”) uses to appoint members to Township committees. By standardizing the process, the Board can give applicants and nominees even consideration—from application through appointment, the Board will have sufficient time and information to make an informed decision. Further, the Township benefits from having a diversity of perspectives and lived experiences of its committee members—standardizing the process allows for better outreach to community about the opportunities to serve. Last, by staggering committee terms, the Township can retain critical knowledge while building new perspectives and expertise into our committees.

### Application of Policy

This policy applies to all Board appointments to Township committees that are comprised entirely or primarily of members of the community. This policy does not apply to Board appointments to Township committees that are comprised entirely of Township officers and/or staff members, e.g. Election Commission.

This policy applies to Board appointments of nominees to new terms; re-appointments of committee members to subsequent terms; and appointments to partial terms to fill vacancy created by committee member resignation, Board removal, or committee member no longer meeting the requirements to hold the seat, or the death of a committee member.

This policy does not apply to Board appointments of Township representatives to non-Scio committees on which Scio Township has one or more seats, e.g. Dexter District Library or Huron River Watershed Council.

The attached chart of *Scio Township Committees Seat Requirements and Vacancies* lists the current committees to which this policy applies, and provides details about the authority for nominations, appointments, number of and requirements for filling seats, terms.

### Process for Appointment of Members to Township Committees

The Clerk keeps the certificates of oaths, and other records of appointments to committee seats.

The Supervisor shall appoint, subject to confirmation of the Board of Trustees, members to the Compensation Commission, Downtown Development Authority, and Planning Commission.

Any Board member may nominate a member to the Board of Review, Land Preservation Commission, Parks Preserves and Pathways Committee, Roads Advisory Committee, or Zoning Board of Appeals.

If a committee member resigns prior to the end of their term, the committee member should notify the committee chairperson and the Board of Trustees as a whole, in writing of their resignation, and the effective date of the resignation.

The Clerk or designee will publish current committees, seats, members, and vacancies on the Township website. When there are changes to committee membership, the Clerk will update the committee email list. The Clerk is responsible for the issuing/return of Township Hall keys and processing all necessary paperwork, including any required for employment. The Clerk will create and distribute an orientation packet with basic information about serving on the committee, to each new committee member.

An open application form for community members interested in applying to serve on one or more committees shall be published on the Township website. A version of the form shall be a letter of interest for current members interested in continuing to serve a subsequent term. When a person submits the form, an automated acknowledgement will be sent. A file of applications will be kept for review by Township officers when considering appointments to committee openings.

All applications received for all committees shall be available for review by Township officers. If applications are published in a meeting packet or elsewhere, the Clerk will first redact home address, email address, phone number, or similar information.

Unless otherwise required by statute or ordinance, the Board of Trustees should prioritize the nomination and appointment to committee seats with the nearest expiration date, meaning that those seats that will be vacated soonest shall be considered first by the Board of Trustees.

Unless prohibited by statute or ordinance, all newly formed committees will have appointments expiring on June 30. The Board of Trustees shall work diligently to standardize the expiration of all boards and committees to June 30, which may include terms that are less than the standard term until this can be achieved. If there is a conflict between a committee charge created by motion or resolution and this policy, this provision of the policy will control.

Unless otherwise required by statute or ordinance, the Board of Trustees shall appoint (or confirm appointment of) people to staggered terms, staggered so that roughly the same number of committee seats expire each year.

At least 120 days prior to the expiration of each committee seat term, the Clerk shall provide notice that the term is ending to the committee member whose term is expiring, the committee chairperson, the Township Manager, and to the Board of Trustees. The Clerk will ask that the committee member submit a letter of interest form if they wish to be considered for appointment to a subsequent term.

The Board encourages committee chairs to engage the member whose term is expiring in a discussion about the appointment. Current committee chairpersons are encouraged to provide Township officers information relevant to assist the Board in making its decision, e.g., member attendance. If there are unaddressed issues with an incumbent committee member's performance, i.e., attendance, this is the time to communicate.

For appointments to the Compensation Commission, Downtown Development Authority, and Planning Commission, the Supervisor may choose to re-appoint a committee member to a subsequent term. If so, the Supervisor will bring the appointment to the Board of Trustees for possible action. For all other committees, if any member of the Board of Trustees would like to re-nominate a committee member to a subsequent term, that member should bring the appointment to the Board of Trustees for possible action. The Board of Trustees may confirm the appointment of the nominee at that time.

If the Board of Trustees does not confirm appointment of the nominee to the committee, or if the candidate withdraws or is found to be ineligible, then the Township shall initiate the outreach as described below.

At least 90 days prior to the expiration of each committee seat term, the Clerk will, at a minimum, post on Township website, Township NextDoor account, and announce at regular Board meetings, the upcoming expirations of committee terms, provide the requirements of each seat, and encourage all eligible to submit an application form if interested in being considered for appointment to the upcoming committee seat.

At least 90 days prior to the expiration of each committee seat term, the Clerk will, at a minimum, post on Township website, Township NextDoor account, and announce at regular Board meetings, the upcoming expirations of committee terms, provide the requirements of each seat, and encourage all eligible to submit an application form if interested in being considered for appointment to the upcoming committee seat. For appointments to the Compensation Commission, Downtown Development Authority, Planning Commission and any other nominations or appointments under the Supervisor's authority, the Supervisor will be responsible for the 90-day recruiting communications itemized above (i.e., website and NextDoor postings, and announcements at Board meetings). The Supervisor will post those communications or, alternatively, request that the Clerk handle those posts.

All Township officers are encouraged to conduct additional outreach activities to encourage applications by volunteers to serve on Township committees.

At least 60 days prior to the expiration of each committee member's term, the Board of Trustees shall hear nominations and vote to appoint members to each expiring committee seat.

As soon as practical after the appointment, the Clerk shall notify the selected person of their appointment, and schedule their swearing in (as applicable). The Clerk shall also notify the people who were considered by the Board, but not selected, of the Board's decision; and the Clerk will confirm their interests in future committee openings and share upcoming opportunities.

This policy supersedes any existing policy to the extent it is inconsistent, incompatible, or contrary to this policy.

This policy does not create a legal duty beyond the requirements of all applicable statutes and ordinances. A violation of this policy is a violation of Scio Township only and does not create civil or criminal liability for the Board or the Township.