



Charter Township of Garfield

3848 Veterans Drive, Traverse City, MI 49684
Phone: (231) 941-1620 Fax (231) 941-1588
www.garfield-twp.com

Board Appointment Policy

For Volunteer Boards and Commissions

Purpose:

To establish a uniform method of appointing members to various Garfield Township boards and/or commissions. To provide a clear outline for the Township Board and citizens to follow when applying and approving appointments. And, to seek out highly qualified individuals representing diverse cross-sections of our community to serve as members of these boards and/or commissions.

Summary of Policy:

By state statute, members of the Planning Commission and Zoning Board of Appeals are appointed by the Township Supervisor with the Township Board of Trustee's approval. This policy will also be used for the Board of Review, Building Code of Appeals, Joint Planning Commission, Joint Recreation Authority, GT Metro Emergency Services Board, Parks and Recreation Commission, and any other related committees required for the operation of the Township. Any situation not covered by this Board Appointment Policy shall be determined by Roberts Rules of Order, 2nd Edition.

Recruitment and Application Process:

1. The township supervisor - or designee - shall notify all members of boards and commissions ninety (90) days prior to the expiration of their term that he/she must submit a letter or email to the appropriate department head stating he/she wishes to be considered for reappointment.
2. A public notice will be placed in one or more conspicuous locations at the town hall, on the township website and through the most effective advertising tools available, ninety (90) days prior to the expiration of said terms, specifying the vacancies for all boards and/or commissions that are to expire. The notice will set forth the application process and deadlines. Said application will be available on the website or by contacting the township clerk.
3. To be eligible and considered for appointment to a board or commission, applications must be complete and filed with the township clerk sixty (60) days preceding the beginning of the appointment term. If no applications are received, or applicants lack the necessary background or qualifications, the Selection Committee will be responsible for seeking out qualified applicants.

Selection and Appointments:

Selection committee(s) is made up of the overseeing department head, township supervisor and current board chair will be responsible for reviewing and considering all applications received, and determining whether other applicants should be considered based on the skill set required for the particular board or commission. All applications even those not chosen by the Selection Committee will be available for review. The Selection Committee will review each ordinance requirements to make sure that they are in compliance to timelines and requirements related to appointment and terms.

Following review by the selection committee(s), the applications of those deemed most qualified and meeting the specific requirements for the particular board or commission shall be submitted to the township board for review not less than two weeks before the regular board meeting at which the appointments are announced.

Township board members may actively participate in the selection process through review of the selection committee recommendations. The township board will strive to achieve a diverse balance of appointees that cover the range of qualifications and perspectives for each board or commission. Township board members will consider the specific qualifications for each board or commission, and the experiences of each applicant. The board may conduct a work session to interview or discuss specific candidates, and may vote on the slate of appointments at the work session. In the event a work session is not necessary, the board shall vote on the slate of appointments at the 1st regular board meeting in December.

All applicants will be notified in writing within seven (7) business days of the board's decision. Applicants not selected and/or applications received after October 30th will be kept on file and considered when other vacancies arise.



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Board Appointment Application

Thank you for your interest in serving on a board, commission or committee. Your participation helps to promote our high quality of life and thriving community. If you are not selected at this time, your application will be kept on file for one year and considered if additional openings occur.

Boards/Commissions/Committees

Please check the Board/Commission you are interested in serving

- Board of Review (2 years)
- Building Code of Appeals (2 years)
- GT Commons Joint Planning Commission (3 years)
- Joint Recreation Authority (3 years)
- Parks and Recreation Commission (3 yrs, 1 yr TB)
- Planning Commission (3 yrs, 1 yr TB)
- Zoning Board of Appeals (3 yrs, 1 yr PC)

This section is for Trustees only (all 1-year terms)

GT Metro Emergency Services

Standing Committees

- | | |
|--------------------|-----------------|
| Building & Grounds | Law Enforcement |
| Election | Personnel |
| Ethics | |
| Finance | |

Personal Information

Name: _____

Residential Address: _____
(Street) (City) (State) (Zip)

Email Address: _____

Preferred Phone No.: _____ Additional Phone No.: _____

Occupation: _____ (if retired, please provide your career)

Acknowledgement

I acknowledge that:

1. If appointed, I will comply with all statutory and other requirements and obligations of my appointment;
2. If I cease to comply with such requirements, I automatically forfeit said appointed position;
3. I hold no position or appointment which is a conflict of interest with the appointed position applied for. Should a conflict of interest arise, I will promptly inform the board or commission.
 - a. I shall inform the department head/staff prior to any meeting at which I have a possible conflict of interest that may restrict my participation in said meeting;
 - b. I will always avoid the appearance of conflict between public duties and personal interests and activities in all township public forums, pursuant to state law and township policies; and
 - c. I will not allow my personal relationships or views to affect my responsibilities to the residents I represent;
4. As a public officer (servant), I shall not engage in a business transaction with or contractual relationship to any board or commission that I am on, in which (as public officer) I may profit from, according to MCL 15.322 Public Act 317 of 1968, Contracts of Public Servants with Public Entities;
5. To the best of my knowledge and belief, I possess the requisite qualifications for the office I am seeking; and
6. If appointed, I am committed to attend all duly noticed board or commission meetings. In the event I am not able to attend a scheduled meeting, I will notify the chairman of my absence to allow them enough time to notify an alternate member to attend.

I agree and understand the responsibilities of accepting this position.

(Signature)

(Date)

FOR NONINCUMBENTS – GO TO PAGE 2



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Nonincumbents – please complete this page

Name: _____

I am at least 18 years of age: Yes No Citizen of: _____

Employment and Education

Employer: _____ Phone: _____

Indicate nature of your work: _____

Title: _____

Educational level and degrees received or other work experience that may be beneficial for this position:

Current and previously held appointments and/or elected positions

I presently hold the following appointments and/or elected positions (include title and appointment or election date):

Previously held appointments and/or elected positions (include title and dates of service):

Do you foresee any potential conflicts of interest while executing the duties of this position? If so, explain:

Letter of interest and resume

Before submitting your application, please be sure to attach a brief letter indicating the following:

- Why are you applying for a township board or committee seat?
- How do you believe your appointment would benefit the township?
- Describe your involvement in the community on a board/committee or in another volunteer capacity.
- Any other helpful information relevant to your application.

While it is not required, a resume is helpful in the recruitment process for Township boards and commissions.

*Please return your application, letter of interest and optional resume to Chuck Korn, Supervisor,
3848 Veterans Drive, Traverse City, MI 49684. If you have any questions, please feel free to contact our office at (231) 941-1620*



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Boards | Commissions Summary

Thank you for your interest in serving on one of Garfield Township's boards or commissions. Your involvement is essential for helping us create a community where our residents and businesses thrive, our natural resources are protected and enjoyed, our visitors are welcomed and appreciated, and our high quality of life is promoted. We hope this information will assist you in contemplating community service opportunities. Please feel free to contact Supervisor Chuck Korn, or Clerk Lanie McManus with any questions.

Board of Review

The Board of Review (BOR) consists of a 3-person panel and 1 alternate serving a 2-year term. The BOR is charged with the responsibility of hearing appeals of property values as established by the Assessor in March, and also meets in July and December, if necessary, to make allowable corrections as presented by the Assessor, consider Principal Residence and Poverty Exemptions and grant Veterans Exemptions.

Building Code of Appeals

The Building Code of Appeals consists of 5 members serving a 2-year term and meets as needed to hear cases where someone claims to be aggrieved by the conditions of the BOCA Building Code. Each member shall have a background, training, or experience in building construction, property maintenance, and working knowledge of the various codes.

Grand Traverse Commons Joint Planning Commission

The Grand Traverse Commons Joint Planning Commission consists of 5 members with 2 members of the Garfield Township Planning Commission and 1 area resident serving a 3-year term. The Commission meets on the 3rd Wednesday of January, April, July and October at 5:15 pm and serves as the Planning Commission for the property known as the Grand Traverse Commons.

Joint Recreation Authority

The City of Traverse City and Garfield Township Recreational Authority consists of 7 members with 3 appointed by the Garfield Township Board of Trustees for a 3-year term. The Authority meets the 1st Wednesday of each month at 7:00 p.m. for the purpose of the acquisition, construction, operation, maintenance or improvement of public recreation centers, public parks, and public conference centers as may be acquired by the Authority or as may be transferred to it by a participating municipality.

Parks and Recreation Commission

The Parks and Recreation Commission consists of 7 members serving a 3-year term (1-year term for Township Board Rep.) and meets on the first Monday of every other month. The committee is the recommending body for policy decisions on Garfield Township's parks and recreation system. Specific duties may include developing and maintaining the 5-Year Parks and Recreation Master Plan; developing park-specific management plans; developing information pamphlets about the parks system and encouraging public involvement and stewardship; and working in partnership with other stakeholders, including the Grand Traverse Conversation District, Regional Land Conservancy, and County Park

Planning Commission

The Planning Commission consists of 7 members serving a 3-year term (1-year term for Township Board Rep.) and meets on the 2nd and 4th Wednesday of each month at 7:00 p.m. The Planning Commission is responsible for recommending approval or disapproval to the Township Board on considerations such as Comprehensive Planning, Zoning Ordinance amendments, rezoning requests, platted neighborhoods and site condominiums, and Planned Unit Developments. The Planning Commission is the approving body for most Special Use Permits and site plan reviews.

Zoning Board of Appeals

The Zoning Board of Appeals consists of 5 members plus 2 alternate members serving a 3-year term (1-year term for PC Rep). The Board meets as necessary on the 3rd Wednesday of the month at 7:00 p.m. The purpose of the ZBA is to hear appeals in matters relating to the zoning ordinance. Members may interpret the zoning text or map, hear a variance request, or review an appeal of an administrative decision made by the zoning administrator.