

**City of Charlevoix**  
**Volunteer Board and Committee Appointment Policy**

Applying to a Board or Commission

Individuals interested in serving on a City board, commission, or committee must complete the “Application for Volunteer Board and Committees”, indicating which board or commission they are applying for. This application can be obtained from the City Clerk’s Office and returned there upon completion. The application will be considered ‘active’ for six months and will be considered by the Mayor and Council if an opening in the applicable board or commission becomes available.

Eligibility to apply and serve on a board or commission varies based on bylaws and authorizing legislation. Several boards and commissions require residency within the City of Charlevoix while other positions are specifically reserved for township residents or property owners within the City.

Appointment Process

When terms expire and/or upon notification of a board or board resignation, openings for the position will be advertised by the City Clerk in the local newspaper, through the City website, and/or via social media. The City Clerk will gather new applications and contacts all applicants on file to confirm whether they are still interested in serving on that board. After gathering and verifying applications, the City Clerk will forward them to the Mayor or City Council (depending on the appointing authority). For appointments made by the Mayor with the consent of Council, the Mayor shall notify Council of his or her desired appointees in writing at least three calendar days in advance of the City Council meeting at which he or she desires to make the appointments.

Term of Service

Each board and commission has different terms of service based on their bylaws and authorizing legislation. Typically boards and commissions will have either one or three year terms.

Reappointment

All members of commissions or boards whose terms are set to expire must complete an “Application for Volunteer Board and Committees” and resubmit to the City Clerk. The application will confirm the board or commission member’s interest to continue or discontinue service. Reappointments are not automatic.

Resignation

Any board member that intends to resign must forward a letter to their board or commission chair, who will then forward that letter to the City Clerk. The resignation letter will then be forwarded to the City Council for their acceptance. If a board or commission member resigns before their term expires, a replacement member will be appointed via the process listed above to serve the remainder of the term.