

## SAUGATUCK TOWNSHP

### POLICY OF APPOINTMENT TO BOARDS, COMMISSIONS AND COMMITTEES

This policy shall consist of the below rules and apply to public appointments made by the Saugatuck Township Board or public body made on behalf of the Township Board and shall establish uniformity in the process applied to appointments. Saugatuck Township recognizes and supports the concept of balanced representation in regards to filling vacancies on all Boards, Commissions and Committees. To this end, every effort is made to appoint members who represent Saugatuck Township's diverse community, including citizens of all ethnic groups as well as people with disabilities.

#### Rules:

1. Once an opening is official or a term is near expiration, the Township Clerk shall notify the Manager and Supervisor of the Township Board and shall announce the vacancy at the next regularly scheduled Board meeting.
2. Upon official request of the Township Board an Appointment Committee shall be formed and seek to provide to the Board a recommendation of appointment(s) of applicant(s) that are duly filed with the Township Office and qualified to perform the duties of a public official following the vacancy or term expiration from a Township Board, Commission and/or Committee in Saugatuck Township.
3. The Appointment Committee shall consist of the Manager, one representative from the board or commission in which the vacancy exists (typically the chair or vice chair), and the Supervisor or his/her designate.
4. The Appointment Committee shall review all qualified Applicants of Appointment that are duly filed with the Township Office, and shall seek to provide the Township Board with either a written or verbal recommendation for consideration at their next regularly scheduled Board meeting. All applications to be considered by the Appointment Committee or the Township Board shall be submitted to the Township Office in a timely manner no later than 1 week prior to the next regularly scheduled Board meeting.
5. A publication of notice of appointment may be made at the discretion of Manager and/or at the request of the Township Board following the meeting of announcement of vacancy or term expiration. Notice shall be provided for in a newspaper of general circulation in Saugatuck Township, Allegan County, Michigan.
6. The Application of Appointment that is duly filed with the Township Office shall be the necessary information needed to apply for an appointment and shall be made readily available to the public at the Township Office during business hours and online at [www.saugatucktownship.org](http://www.saugatucktownship.org).
7. Upon the request of a qualified applicant, the Township Clerk shall be responsible for keeping the his/her respective Application for Appointment on file for future consideration of appointment pursuant to any and/or all vacancy or term expiration of a Board, Commission and/or Committee in Saugatuck Township.

It is the purpose of this policy of Saugatuck Township to promote the equal treatment of all individuals and to assure equal opportunity to all persons in the area of employment, housing, public accommodations, and public services. Discrimination based upon race, color, religion, gender, age, height, weight, marital status, sexual orientation, national origin, or physical or mental limitation is contrary to the keeping of the peace, goodwill, and harmony among the citizens of Saugatuck Township and is strictly prohibited. As an equal opportunity employer Saugatuck Township shall not discriminate in its employment or appointments of its public officials.