



**CITY COMMISSION POLICY ON
APPOINTMENTS AND COMMITTEES**

Adopted February 7, 1994
Amended July 7, 1997
Amended May 3, 1999
Amended January 21, 2002
Amended February 3, 2003
Amended December 1, 2003
Amended March 1, 2004
Amended February 22, 2011

The following policy is hereby adopted by the City Commission of the City of Traverse City and shall be applicable to all committees and appointments hereafter made by the City Commission, Mayor, or City Manager. As used herein, the word “committee” shall mean committee, subcommittee, board or commission.

1. Types of Appointments.

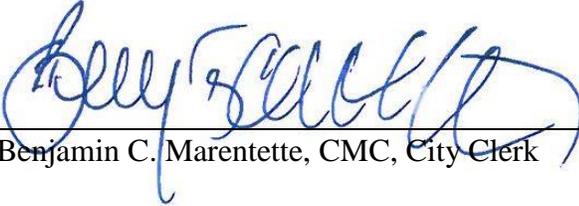
- a. Appointments required by law. It is acknowledged that certain appointments are governed by statute, administrative rule, charter, ordinance, or contract. The extent that such requirements are determined by statute, administrative rule, charter*, ordinance, or contract, those requirements and definitions shall take precedence over this policy, and the terms and provisions of this policy shall be deemed supplemental thereto. (*See Attorney’s Opinion dates 11/23/77, confirmed by CC, 1/18/99)
 - b. Discretionary appointments. It is acknowledged that in some cases an appointment is discretionary with the City and not controlled by law or contract. In such a case, it is the intent of the City to establish this policy as the comprehensive expression of the basic terms and conditions of appointment. Should any additional terms and conditions exist, except as may be required by law or contract, the City Clerk shall prepare and attach to this policy a clear and definite statement of such additional terms and provisions.
 - c. City appointments to a non-city board. Where a committee is established by an entity other than the City, the terms and provisions of this policy shall apply to the extent they are not inconsistent with rules and qualifications by the establishing body.
 - d. Joint Committees. Committees established by joint resolution with another public body shall be subject to this appointments policy to the extent of the City appointments to the committee.
2. Manner of Appointment. All committees shall have an approved goal statement prior to the appointment of the members. This goal statement shall address the following issues, at a minimum:

- a. At the time an ad hoc committee is formed, it shall be indicated whether the appointment is a Mayor or City Commission appointment.
 - b. A statement of purpose or goal defining the responsibilities for the committee.
 - c. Whether the appointee may be represented by an alternate as designated by the City Commission.
3. Basic Qualifications. All appointees shall, at the time of their appointment and continuously during their terms, possess the following basic qualifications:
 - a. The appointee shall not be in default to the City. Default is defined as willful omission to account or pay over funds belonging to the City with a corrupt intent.
 - b. The appointee shall be an adult.
 - c. The appointee shall be a resident of the City of Traverse City except the City residency requirements may be waived on boards, commissions, committees and ad hoc interview committees having service areas expanded outside the limits of the City of Traverse City.
 - d. Appointees must meet specific board requirements.
4. Applications for Appointments. Applications at a minimum shall be dated and contain the name and residence of the applicant and a statement that the applicant meets all basic qualifications, but they are encouraged to include biographical information and statements of the applicant's particular qualifications. Applications may contain such additional information as the City Clerk or applicant deem advisable. The City Clerk shall retain application for one (1) year after the date of the application.
5. Time for Appointments and Terms. Where practical and possible, initial appointments shall be made within thirty (30) days of the creation of the committee or within fifteen (15) days of decision of the City to make an appointment to a non-city committee. Except in case of resignation, all appointees shall serve until a successor is appointed and takes office.
6. Vacancies. Not less than ninety (90) days prior to expiration of a scheduled term of office, the City Clerk shall notify the current appointee and request that appointee's written preference regarding their desire to be considered for another term. A copy of said notice shall be submitted to the appropriate City staff person. Appointments may reflect the philosophy of the current City Commission, Mayor or appointing authority.
7. Attendance. Records of attendance at committee meetings shall be forwarded to the City Clerk's office by the Staff for the committee. Absences excused by the chair shall be noted. Attendance is one of several factors considered for additional appointments. Any appointee who does not attend a minimum of 75% of scheduled meetings in any calendar year shall be requested to meet with a committee of the City Commission to determine if extenuating circumstances exist or if the appointee should be considered for removal.
8. Removal. An appointee may be removed by the appointing authority at its discretion.
9. Alternates. When authorized by the appointing authority and where not prohibited by law, an alternate shall meet all of the qualifications required of an appointee.
10. Salary and Expenses. No appointee shall be paid a salary, fee, or per diem from the City but may be reimbursed for actual expenses incurred in connection with discharging duties as an appointee and incurred pursuant to an approved budget.
11. Insurance. The City shall provide public officials' liability insurance to cover all appointees to the City-created boards, committees, and commissions in such amounts as

- shall be determined by the City. The City will defend, indemnify, and hold harmless all appointees to City-created boards for acts done within the scope of their public duties.
12. Advertising Vacancies. Not less than annually, the City Clerk shall publish a quarter-page advertisement in the newspaper of general circulation within the City inviting applications by candidates for City appointments. Said advertisement shall indicate all known vacancies which shall occur within the twelve (12) months following the advertisement and also indicate that other vacancies may occur from time to time. Said advertisement shall also contain notice of the basic qualifications that may be required by statute or other authority. That Mayor and/or ad hoc committee may request additional advertisement of vacancies on specific committees as they deem necessary. Publicity shall also be sought for all non-print media.
 13. Standing Committees Prohibited. Pursuant to City Charter Section 30, there shall not be standing committees of the City Commission except as provided by law and the Charter. The Charter allows citizens advisory committees subject to certain restrictions. Unless a different duration is established by the City Commission, all committees shall have duration of six months from the date of action of the City Commission establishing the committee.
 14. Subcommittees. A committee shall have authority to create and appoint subcommittees consisting entirely of the City staff liaison and members of the committee. Without prior written consent of the City Manager, a committee shall not have authority to create or appoint subcommittees not consisting entirely of the City staff liaison and members of the committee.
 15. Ad Hoc Interview Committee. The City Commission may make the appointment or appoint an ad hoc interview committee to make recommendations regarding the appointments in conformance with the Traverse City Charter and designate the specific vacancies for which the committee will review applications, interview candidates and make recommendations. After making recommendations, the committee shall automatically terminate. At the time that ad hoc interview committee is formed, it shall be indicated whether the appointment is a Mayor or City Commission appointment. The Mayor has the authority to make the appointment or form an ad hoc interview committee if the vacancy is a Mayor's appointment. The Chairperson and/or staff of the committee where the vacancy occurs shall be notified of the ad hoc interview committee meetings.
 16. Interviews. If interviews are conducted for appointments, the following procedures are recommended:
 - a. Standardized questions be prepared by the ad hoc interview committee;
 - b. Each applicant be asked the same standardized questions; and
 - c. Each applicant be afforded an equal allotment of time which may or may not be used by the applicant.
 17. Orientation. Staff shall provide orientation for all new citizen appointees that includes a review of enabling legislation for that board, commission, or committee, Robert's Rules of Order, Open Meetings Act, historical perspectives on the body in question, and any other relevant information.

I hereby certify that the above City Commission Policy on Appointments and Committees was amended at the regular meeting of the City

Commission held on February 22, 2011, in the Commission Chambers, Governmental center, 400 Boardman Avenue, Traverse City, Michigan, and all amendments thereto.



Benjamin C. Marentette, CMC, City Clerk