

APPLICATION FOR APPOINTMENT TO VILLAGE BOARDS, COMMITTEES, AND COMMISSIONS

Village Boards, Commissions, and Committees

Other than the Village Council, which is an elective position, all other Boards, Commissions and Committees are comprised of community members who are appointed by the Village Council. All committee members serve at the discretion of the Village Council.

Application Process

When a vacancy on a Board, Committee or Commission occurs, the Village Clerk prepares a notice that is distributed to local papers and posted. The vacancy is also announced at Village Council meetings and on the Village of Byron's website www.byronmi.org

Applications for vacancies are obtained from the Village Clerk's office and completed applications are submitted to the Village Clerk's office. Three to four weeks after the vacancy announcement, the completed applications are forwarded to the Village Council in a regular agenda packet for review. The Village Council interviews all applicants at a meeting open to the public. The official appointment of the commission members is made at a Village Council meeting.

Terms of Office

Other than the Village Council, all other Boards, Commissions and Committees are voluntary only and receive no monetary compensation. Terms are generally two-, three-, or four- year overlapping terms. The Village Council may reappoint incumbent members or fill vacancies with new appointees.

Members are expected to serve their full terms of office. However, when a member must resign due to personal or professional circumstances, the member should send a letter to the Village Council stating the effective date of the resignation and reason. A member shall be removed from office with a majority vote from the Village Council based on the following grounds:

- Member submits resignation
- At the discretion of the Village Council, with just cause
- If member is absent from three consecutive meetings without prior authorization from the Village President.
- Member is in violation of the Code of Ethics for Appointed and Elected Officials
- If member is convicted of a crime of moral turpitude

General Responsibilities of Boards, Commissions and Committees

- **Village Council** – Meets the second Monday of each month at 7:00 pm. Is the local governing body of the village and controls all other Boards, Commissions and Committees within the village. Is also the Zoning Board of Appeals.
 - Only residents of the Village of Byron can be on the Village Council. Applicants can apply at the Burns Township Clerks office. Fill out the application and return to the Township Clerk. The application will then be sent to the Shiawassee County Clerks office to be put on the November ballot.

- Terms are 4 yrs after which an incumbent can choose to run again for that position or vacate it.
 - The Village Council can fill a vacancy with a simple majority vote until that term has ended, then that incumbent can apply for the position and run in the November election.
- **Downtown Development Authority/Planning Commission** – Meets the third Thursday of each month at 6:00 pm. This Board develops a Development Plan for the downtown area and oversees the budget for the TIF within the DDA District as well as handles all affairs of the Planning Commission – update the Village Master Plan, reviews and updates Zoning Ordinances, reviews change of land use requests; site plans; and related approvals for development within the village limits.
 - Village residents or anyone that works for a business inside the village limits, can be on the DDA/PC.
 - Terms are 4yrs at which point the incumbent can choose to stay in the position or vacate it. The DDA/PC will pass on the nomination to the Village Council for approval.
- **Park Committee** – This committee meets _____ at _____. Along with the Village Council, will develop a 5-year Parks and Recreation Plan, apply for grants available to update the park. Approves use of the park and controls any fees applicable to the use of the park.
 - Anyone with a vested interest in Byron can serve on the Park Committee.
 - Terms are 4 years at which point the incumbent can choose to stay in the position or vacate it. The Village Council or Byron Areas Schools will approve or appoint the position.
- **Street & Sidewalks Committee** – Committee meets as needed to discuss the needs of the village pertaining to the update of streets and sidewalks and gives their feedback to the Village Council to act on.
 - Village residents or anyone that works for a business inside the village limits can be on the Street & Sidewalks Committee.
 - Terms are 4 years at which point the incumbent can choose to stay in the position or vacate it. The Village Council will approve or appoint the position.
- **Cemetery Committee** – this committee meets as needed with the appointed Sexton to discuss the needs of the cemetery pertaining to maintenance and organization. Feedback is given to the Village Council to act on.
 - Village residents or anyone that works for a business inside the village limits can be on the Street & Sidewalks Committee.
 - Terms are 4 years at which point the incumbent can choose to stay in the position or vacate it. The Village Council will approve or appoint the position.

Desirable Characteristics in Applicants for Boards, Commissions and Committees

While membership on the Village Boards, Committees and Commissions requires no specific qualifications, there are some desirable characteristics for which the Village Council will be looking for as they review applications:

- Familiarity with the Community – Applicant must be a resident of the Village of Byron to be on the Village Council. For the DDA/PC, applicant must be a resident or have a place of employment inside the village. For all other committees, applicant must be familiar with the village in terms of physical, social, and economic make-up of the community.
- Applicants should have demonstrated an active interest and involvement in the community.
- Applicant is encouraged to attend Council, Boards and Committee meetings before applying to better understand the flow of the meetings and learn about current affairs.
- Applicant should have some computer skills and be able to communicate verbally in person, via phone, email and virtually.
- Have a commitment to serve – be ready to attend all meetings to which the applicant is appointed and serve their complete term. Be willing to accept any additional tasks needed to fulfill the role of the Board, Commission and Committee.

By signing below, you acknowledge that you understand and agree to the above.

Signature _____ Date _____

Printed Name _____

Thank you!

Please contact the Village office with any questions

village@byronmi.org

810-266-5090