

BOARD/COMMISSION APPLICATION



*All applicants must be residents of the city.
This application form serves all boards and commission.*

Application for appointment to: _____
(Name of Board/Commission)

Name: _____

Address: _____

Phone number: _____ Email address: _____

Describe any experiences that led to your desire to serve the community:

Provide a brief biography including your skills, background and expertise, as well as involvement in the community, professional or other nonprofit organizations that are specifically applicable to this board or commission:

Important Public Records Information: All information submitted in this application is public information and subject to disclosure in response to a public records request made pursuant to the Freedom of Information Act. Please contact the Clerk at 231-824-3572 if you have any questions or concerns about the disclosure of specific information.

Truth and Accuracy: I certify that the information contained on this form is accurate and complete to the best of my knowledge. I understand that all information disclosed on this form will be available to the public as part of a Freedom of Information Act request.

Signature: _____ Date: _____

City of Manton Boards, Commissions, Committees

Boards and Commissions are established to address specific needs of our community. Contact the office of the City Clerk for a current list of Boards, Commissions and Committees for additional information. If you are interested in being appointed to a Board, Commission or Committee, please complete our application and send it to the City Clerk's office.

City Structure and Governance

In order to be more effective in fulfilling their purpose, board and commission members should understand the organizational structure of the City. The City of Manton is a home rule city under the laws of the State of Michigan, operating under a voter-approved City Charter. The citizens have chosen a weak mayor form of government. Under this form, the citizens elect a Mayor and six commissioners "at large" from the entire City. The mayor is a tie breaking vote member only of the governing body, chairs Commission meetings, and ceremonial official by virtue of the position of mayor. Department heads and their staffs report to the City Commission. The City of Manton is governed by a Charter, which is similar to a constitution, and adopted ordinances. Nearly every board or commission is affected by the Charter and one or more ordinances, as their power, duties and responsibilities are usually laid out in one of those documents.

Board Member Expectations

Persons wishing to be considered for appointment to a board or commission must submit an application to the City Clerk. Depending on the particular board, appointments are made by the City Commission, or by the Mayor with the concurrence of the Commission, or by the Mayor alone. The length of the appointment term varies by board; some members may be appointed for a shorter time to fill a vacant unexpired term. Persons appointed to most boards and commissions of the City must be a qualified and registered elector of the City on the date of appointment and throughout the tenure of the office. In some cases, state law supersedes this Charter requirement, where specialized knowledge or experience is required. When a member is no longer able to serve the City due to a change in residency or another reason, a letter of resignation should be sent to the City Clerk's Office. The effective operation of a board depends upon regular attendance of the members at all meetings. As a result, a member may be removed from the position prior to the expiration of a term when that member is absent from four consecutive meetings, or twenty-five percent of the meetings in a fiscal year, unless the absence is excused by the board and the reason noted in the minutes of the meeting. Contact the board chairperson or assigned staff liaison in advance of the meeting if you are unable to attend.

An appointed member should avoid any conflict of interest, whether real or perceived. Members should also carefully avoid even the appearance of impropriety or partiality. Members should request permission from the other members of their board to abstain from voting on any issue where the member has a personal financial interest. An explanation of the conflict should be provided to the board; a motion, second and vote is required to permit the member to abstain. Members may not ask permission to abstain from voting because they know one or more of the participants, are neighbors, friends or even relatives. The abstention from voting should be for personal financial interest. However, it is entirely proper and expected that the member reveal such a connection to an issue being voted upon, before discussion begins.

Each board and commission is responsible to investigate and take action, or make thoughtful recommendation to the City Commission and staff on issues coming before it. The normal channels of communication between the City Commission and the boards and commissions are through the minutes and other formal actions or documents prepared by staff for the board or commission. The staff liaison will forward such reports to the City Commission. At the same time, the board and commission members are always free to communicate directly with City Commission members on any matter concerning their area of responsibility. Most boards and commissions are organized with a chairperson, vice chairperson and secretary. The chairperson conducts the meetings according to any adopted by-laws and, to the extent feasible, Robert's Rules of Order Newly Revised. The chairperson's duty is not to control or dominate discussion or decisions, but to ensure the discussion remains on track; that all members and the public are given a fair opportunity to be heard; and that the motion to be decided is clear before voting begins. The chairperson may participate in preparation of the agenda before the meeting; normally the City Clerk handles this function. The secretary may be responsible for taking and preparing minutes of each meeting, and keeping a permanent record; in some cases the City Clerk may provide assistance in minute-taking. If the original, signed minutes are retained by the department as a permanent record, a copy must be provided to the City Clerk.

Meetings, Records and the Law

All meetings of any board or commission of the City of Manton are subject to the Open Meetings Act, Public Act 267 of 1976, as amended. All of its records, whether held by members, staff or the City Clerk's Office, are subject to the Freedom of Information Act, Public Act 442 of 1976, as amended.

Open Meetings Act:

The most important thing to remember about the Open Meetings Act is that every decision made by a board or commission, and all deliberation toward that decision, must be made at a meeting that is open to the public, at a time and place that has been noticed to the public at least 18 hours in advance. The meetings must be held in a public place, preferably a building owned by the City of Manton that is handicapped-accessible. The meeting must include an opportunity for the public to address the members of the board or commission, preferably before actions are taken. Boards or commission may adopt rules that limit the length of time someone may speak; these rules must be applied consistently. Rules may not be made to allow only residents to speak. The City Commission has also adopted rules and ordinances that govern meetings. Members must not circumvent the Open Meetings Act through the use of telephone, email or other communication, to deliberate toward a decision outside the meeting. Members may seek and acquire information and talk to persons with that information, but should not conduct any business of the board or commission outside a public meeting