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VILLAGE OF MARCELLUS BOARD AND COMMISSION APPOINTMENT PROCESS POLICY

Applying to a Board or Commission

Individuals interested in serving on a Village Board, Commission or Committee must complete a Board and Commission Application indicating for which board or commission they are applying. The application can be found on the Village's website at [Board or Commission Application](#) or, from the Village Clerk's Office, and returned in person, by mail or via email to clerk@villageofmarcellus.org. The application will be considered active for six months and will be considered by the Village President and Village Council if an opening exists on the applicable board or commission. Eligibility to apply and serve on a board or commission varies based on bylaws and authorizing legislation. Certain boards and commissions require residency within the Village of Marcellus while other positions are specifically reserved for residents or property owners in the Village.

Appointment Process

When terms expire and/or upon notification of a board or board resignation, openings for the position will be advertised by the Village Clerk, or by the board which seeking members, in the local newspaper, Village website, or via social media. The Village Clerk will forward them to the Village President and Village Council (depending on the appointing authority). For appointments made by the Village President with the consent of Council, the Village President shall make the appointments during Village Council meetings, and the Village Council shall vote to ratify and confirm the appointment before any member applicant shall serve on any Village board or commission.

Term of Service

Each board and commission have terms of service based on its bylaws and authorizing legislation.

Reappointment

All members of commissions or boards whose terms are set to expire must complete a "Board and Commission Application" and resubmit to the Village Clerk. The application will confirm the board or commission member's continued interest in serving. 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 the letter to the Village Clerk who will share the letter with the Village Council for acceptance. If a board or commission member resigns before the expiration of the member's term, a replacement member shall be appointed to serve the remainder of the term via the appointment process as outlined in this policy.

Dated: 4-9-24

Dated: 4-9-2024

Handwritten signature of Dennis Irwin in black ink.

Dennis Irwin, Village President

Handwritten signature of Jacqueline A. Terrill in black ink.

Jacqueline A. Terrill, Village Manager/Clerk