



**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
Amended May 3, 2021
Amended July 19, 2021
Amended March 4, 2024

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. A city resident is any individual who regularly sleeps within the City of Traverse City, and shall not be required to be a property owner in order to be considered a city resident. Additionally, where Michigan law, City ordinance, City Charter, City Commission policy or other governing document provides such, the appointee is not required to be a city resident.
 - 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 conduct a recruitment for all known board expirations in the coming year. 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 and/or recruitment efforts regarding 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. This subsection shall apply to all board or committee seats where the Mayor and City Commission make the appointment, with the exception of seats that are held by virtue of the individual holding a seat on another board, e.g. a representative of the Downtown Development Authority Board on the Arts Commission. This subsection shall not apply to appointments by the City Commission of City Commission representatives to other boards, e.g. representatives of the City Commission appointed to serve on the Planning Commission.

For all appointments, an ad hoc committee of the City Commission shall be appointed and convene to make a recommendation using the process outlined in this policy. The

City Clerk shall randomly select three members of the City Commission to serve on an ad hoc committee and randomly select the chair, with the selection to be ratified by the City Commission; provided, however, for Mayoral appointments, the Mayor shall automatically be a member of the ad hoc committee and serve as chair. The City Clerk shall endeavor to conduct the random selection in such a manner that as ad hoc committees are appointed, members of the Commission have a generally-equitable opportunity to serve. At the time an ad hoc committee is formed, the City Clerk shall indicate whether or not the appointment is a Mayoral appointment. In the case of vacancies on boards where a Commissioner serves, if there is more than one City Commission representative, one of the City Commission representatives shall serve on the ad hoc committee, randomly chosen by the City Clerk. The chair of the board where the vacancy is occurring and staff to the board shall be notified of ad hoc committee meetings. The City Clerk's Office will ensure that candidates considered by committees meet the minimum legal requirements (State Law, City Charter, etc.) to be eligible.

16. Interviews.

Once a committee is appointed, the City Clerk will email the committee and indicate that all candidates, including incumbents, will be automatically scheduled for interview, in person, 15-minutes per candidate, unless a member of the committee requests that the committee convene to decide who to interview and for an alternative method of interview as provided for later in this policy. For a candidate, including an incumbent, to be considered, they must be interviewed; provided, however, that if a candidate for a given board has been previously interviewed for that board within the past year, the committee may choose to forego the interview and recommend the candidate for appointment. Additionally, if the only applicants for given seat(s) are an incumbent(s), unless a member of the ad hoc interview committee so requests, the ad hoc interview committee may recommend the incumbent(s) for appointment without an interview. For those candidates that are interviewed, the following procedure shall apply:

- a. The interviews shall be scheduled such that the City Clerk's Office provides at least one week notice of the interview.
- b. All interviews shall be conducted at The Governmental Center. Alternatively, at the discretion of the ad hoc committee, interviews may be conducted virtually; provided, however, that if the interview is being conducted where multiple candidates are being interviewed at once (i.e. panel-style interviews), the interview may not be conducted virtually;
- c. Fifteen minutes shall be provided per interview. Alternatively, at the discretion of the ad hoc committee, a panel-style interview may be conducted with all interviewees, with a consistent approach used for panel-style interviews. The committee shall consult with the City Clerk to ensure a consistent approach to panel-style interviews.

17. Orientation. The City Clerk shall provide materials to all appointees upon their appointment highlighting transparency laws, basic parliamentary information, when the given board meets, when packets are available, staff liaison information, etc. The City Clerk shall also provide notice to all existing board members when a new appointment (or reappointment) is made, whose seat is being assumed, when the appointment takes

effect and when it expires. Additionally, the City Clerk, when providing such information to an individual upon their appointment, shall ask the staff liaison and board chairperson to reach out to the appointee to provide pertinent information for onboarding and orientation.

I 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 and amended on May 3, 2021, at the regular City Commission meeting conducted remotely and amended at the regular meeting of the City Commission held on July 19, 2021, and amended at the regular meeting of the City Commission held March 4, 2024.



Sarah Lutz, Deputy City Clerk