



Village of Mayville
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APPLICATION FOR APPOINTMENT TO VILLAGE BOARDS/COMMITTEES/AND COMMISSIONS

(Planning Commission approved October 03, 2018)
(Mayville Village Council approved November 20, 2018)

Village Boards, Commissions, and Committees

There are presently committees and commissions and one board, appointed by the Village Council.

They are as follows:

- Planning Commission
- Zoning Board of Appeals

The bodies are comprised of community members who volunteer for service and are appointed by the Village Council. All committee members serve at the discretion of the Village Council. The primary responsibility of the committees is to implement adopted Village policy, and advise and make recommendations to the Village Council. The adoption of policies, the issuance of proclamations, and the approval of agreements and other official acts of the Village are the responsibility of the Village Council. The Village President designates as official staff liaison to each committee.

Application Process

When a vacancy on a board, committee or commission occurs, the Village Clerk prepares a notice that is distributed to local paper and/or posted. The vacancy is also announced at Village Council meetings and on the Village of Mayville's web site www.villageofmayville.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 review. The Village Council interviews all applicants at a meeting open to the public. The official appointment of commission members is made at a Village Council meeting.

Terms of Office

Board, commission, and committee members generally serve two, three, or four-year overlapping terms. There is no monetary compensation or benefits for board, commission, or committee members. The Village Council may reappoint incumbent members or fill vacancies with new appointees. Some bodies limit the number of consecutive terms an individual may serve.

Members are expected to serve their full terms of office; however, when a member must resign, due to personal or professional circumstances, he/she should send a letter to the Village Council stating the effective date of the resignation. A member shall be removed from office upon three affirmative votes of the Village Council, based on one of the following grounds:

- At the discretion of the Village Council, with just cause.
- If he/she is absent from three consecutive meetings, unless permission by a majority vote of the board, committee or commission had been granted as reflected in the official minutes of the body.

- Or by operation of the Village Code if:
- If he/she is convicted of a crime of moral turpitude.
- If he/she ceases to be a qualified board, commission or committee member per the Village of Mayville Municipal Code.

General Responsibilities of Boards, Commissions, and Committees

Village boards, commissions, and committees shall have the following general powers, duties and responsibilities in addition to those set forth in the Village of Mayville Municipal Code and various Resolutions:

- To establish rules and regulations governing the election of their officers, the holding of meetings and the conduct of business.
- To use all appropriate techniques in determining and testing public sentiment on major public issues in their respective fields.
- To hold official hearings as required by law or requested by the Village Council.
- To advise and recommend on Village policies and procedures pertinent to their respective activities and functions.
- To support and adhere to all Village policies approved by the Village Council and to establish needed interim policies in the absence of the same.
- To provide information and promote good public relations between the Village and the general public.
- To perform related functions as may be assigned to them by the Village Council.

Desirable Characteristics in Applicants for Boards, Commissions, and Committees

While membership on Village boards, committees and commissions requires no specific qualifications, with the exception of some seats there are desirable characteristics for which the Council will be looking as they review applications:

- Familiarity with Community
- The Council would require appointees to be familiar with the physical, social, and economic make-up of the community.
- Applicants should have demonstrated an active interest and involvement in the community.
- Basic building knowledge
- Computer, skills, oral, & writing communication skills

Familiarity with Major Issues

While it will be assumed that applicants are familiar with the specific issues that are being addressed by the board, committee or commission for which they are applying, it is also expected that applicants be aware of issues which will impact all sectors of Village programs and services.

- Knowledge of the Board, Commission or Committee During the application process, applicants should become familiar with the responsibilities and role in the Village's policy-making structure of the board, committee or commission for which they are applying.

Commitment to Serve

When appointed, members are expected to serve their term of office. While personal or professional circumstances might prompt an unexpected resignation, applicants who are aware of any reasons why they may not be able to complete a full term or attend regularly scheduled meetings, should indicate this on the application. While time commitments will vary depending upon schedules and workload, members are expected to attend all scheduled meetings. In addition to attending scheduled meetings, members may be expected to participate in study sessions or serve on subcommittees.

Relationship with the Community

As a member of a Village board, committee or commission, your actions will reflect on the Village of Mayville and you are required to relate to the community with impartiality and courtesy.

Commitment to Village Policy

The Village Council has adopted ordinances and policies following an appropriate public process. As an appointed board, committee or commission member, your duty is to abide by such policies rather than implement personal preferences.

Tips for Applying for a Village Board, Commission, or Committee

Type or neatly print your application. Due to the quantity of applications the Council must review, a neat application is appreciated.

Answer all questions on the application. Council reviews your application to gain an understanding of your background and experience, and what skills and talents you believe you could bring to a particular board, committee or commission. Don't forget to sign and date your application. Attend one or two meetings of the board, committee or commission for which you are applying. Find out what the current issues are, and what issues may be coming in the future. Review the minutes of past meetings, available on the Village web site depending on the appointment being applied for.

Talk to a current member. Current members can share with you their experience, give you an estimate of the time commitment involved, and what they see as current and future issues.

If you have questions about the function and role of members, talk with the Village staff liaison to the board, committee or commission you are applying for. The Village Clerk can provide contact information for Village staff members who are assigned to work with the boards, committees and commissions. It is important to note that Village staff members cannot and do not recommend or lobby for any applicant.

Find out Village Council's priorities and interests. Attend Village Council meetings and review meeting minutes.

Review the Code of Ethics for Appointed and Elected Officials (the Brown Act), available by request from the Village Clerk's Office and understand that if you are appointed to a board, committee or commission, you will be required to abide by it.

Prepare for the interview. Although we do not know what specific questions Council will ask, we suggest that you clarify for yourself why you are applying for a specific board, committee or commission, understand its role and function, and be familiar with the current issues it is examining.

Treat the interview with Village Council as a business or job interview. Understand that the Village Council is not only considering what experience, skills and talents you bring, they are interested in how you will represent the Village.

Instructions:

Use this form to apply to serve on any of the Village of Mayville's Boards, Committees or Commissions. Please complete the entire form.

If a question does not apply, please note as not applicable. Please deliver completed form, by the date and time due, to the Village Clerk. All applications will be reviewed by the Village Council. Please note your information will not be made public unless otherwise indicated. If appointed, you have a choice whether you wish to have your contact information made public.

Name: _____

Planning Commission

Zoning Board of Appeals

Home Address _____

City, State and Zip Code: _____

Home Phone Number: _____

If appointed, do you want this number to be available to the public?

Yes

No

E-Mail Address: _____

If appointed, do you want this e-mail to be available to the public?

Yes

No

Have you attended a meeting of this body?

Yes If yes, when? _____

No

Have you served on, interviewed for, or applied for this body previously?

Yes If yes, when? _____

No

The information provided will be kept confidential.