

# Village of Port Austin, Michigan

## APPLICATION FOR BOARDS AND COMMISSIONS

**Name of Board or Commission for which you are applying**

**Name**

**Home Address:**

**Work Address**

**Home Phone**

**Work Phone**

**Cell Phone**

**Email**

**Please note your preferred method(s) of contact**

Home Phone  Work Phone  Cell Phone  Email

**Residency, property or business ownership is required for most boards and commissions.**

I am a resident. If so, for how many years? \_\_\_\_\_

I am a property owner. If so, for how many years? \_\_\_\_\_

I am a business owner. If so, for how many years? \_\_\_\_\_

Please provide a brief biography including your skills, background, and expertise, as well as involvement in the community or other organizations that are applicable to this board/commission.

**Employment:** List your most recent employment experiences.

**Education:** List your most recent educational experiences.

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**Volunteerism:** List your most recent volunteer experiences.

**Supplemental Information:** Please review our **Guidelines for Boards and Commissions** for the desired qualifications for each board and commission. Check the appropriate box or boxes to indicate whether you have experience or professional credentials that may be needed to fill a specific seat.

Some boards and commissions are a mix of citizens with certain qualifications and others are citizens representing the general public. Even if you do not have any of the experience or professional background listed below, the community urges you to apply for consideration. Port Austin needs citizens with diverse backgrounds on its boards and commissions.

**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 989-738-5199 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.

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**Applicant's Signature**

**Date**

Return completed forms to  
[villofpa@airadvantage.net](mailto:villofpa@airadvantage.net)  
Village of Port Austin  
PO Box 336  
Port Austin, MI 48467

**Please check below if you have experience in:**

- Advertising/Marketing/Public Relations
- Architecture/Engineering
- Arts/Culture/History
- AutoCAD/Drafting/GIS
- Business
- Coaching/Sports
- Construction/Carpentry
- Electrical work/contracting
- Education
- Event Planning
- Forestry
- Horticulture
- Landscape Architecture
- Law
- Planning/Zoning
- Property Maintenance/Management
- Plumbing work/contracting
- Real Estate/Development
- Gardening/Landscaping
- Government

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### Application Process & Expectations

#### Application Process

Applications for vacancies are obtained from the Village Clerk's office on the [villageofportAustin.com](http://villageofportAustin.com) and completed applications are submitted to the Village Clerk's office. 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.

#### Village Boards, Committees, & Commissions

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

They are as follows:

- Planning Commission
- Port Austin Area Sewer and Water Authority
- Downtown Development Authority
- Harbor Committee

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.

#### Terms of Office

Board, commission, and committee members generally serve two, three, or four-year overlapping terms, see specific bylaws for each board, committee, or commission. There is no monetary compensation or benefits for the Downtown Development Authority members or the Harbor Committee. There is monetary compensation in the form of meeting pay for the Planning Commission board and the Port Austin Area Sewer and Water Authority board.

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, 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

#### 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 Port Austin bylaws and various Resolutions:

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- To establish rules and regulations governing the election of their officers, the holding of meetings and the conduct of business.
  - 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.
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- 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

### **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 Port Austin, 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.