

Appointment Process for Boards, Commissions and Committees

Antrim County

Amended: September 5, 2019

1. A list of vacancies on the various boards, commissions, and committees will be noticed in the Antrim Review and Elk Rapids News, sent to each of the local units of governments, and posted on the Antrim County website in October of every year. The notice will encourage interested Antrim County residents to apply for the open positions. For boards, commissions and committees in which terms expire in the middle of the year or when a position becomes vacant in the middle of the year a notice will be published in the above reference publications and sent to the local units of government (if time permits) at the appropriate time. If a board, commission, or committee has a specific category of the community they must attract to fill a seat on their board, direct request to community members or groups of community members who fit the requirements can be used in lieu of advertising the position.
2. Interest notification forms will be available at the Administration Office as well as the Antrim County web-site for downloading (www.antrimcounty.org). An interested applicant shall complete the form and submit it to the Administration Office prior to the deadline. Preference will be given to individuals who reside in Antrim County.
3. The interest notification form for each open position will be submitted to the Board of Commissioners two (2) weeks prior to the meeting in which the appointments are scheduled to be made. After a review of each interest notification, the Chair and one or two other commissioners selected by the Chair and approved by the Board, may schedule short interviews with selected candidates. Once the interview process is complete, the Chair of the Board of Commissioners will appoint individuals to the open positions on the boards, commissions and committees at the last Board of Commissioners meeting of the year as appropriate. The appointments will be final upon approval by a majority of the Board of Commissioners in attendance.
4. Both the successful and unsuccessful applicants will be notified in a letter from the County Clerk. Unsuccessful applicants will also be informed their credentials will be kept on file for one (1) year. If an applicant is interested in a future position, it will be their responsibility to request their interest notification form be pulled from the file and submitted to the Board of Commissioners for review each time a position they are interested in is advertised. The applicant shall make this request in writing.
5. Members of boards, commissions and committees are representatives of the County Board of Commissioners. Regular attendance is expected; three consecutive unexcused absences shall be reported to the Board of Commissioners and a replacement appointment may be considered. A board, commission or committee shall make regular reports to the Board of Commissioners of its activities and seek its advice, guidance and consent.
6. County Commissioners may be appointed to serve on boards, commissions and committees when such service is not prohibited by law. A member of the Board of Commissioners appointed to any other board, commission or committee shall cease to be a member of such board, commission or committee at any time he/she ceases to be a member of the Antrim County Board of Commissioners.

Conflict

If any provision of this policy is in conflict with state or federal law, with respect to terms, qualifications, method of appointment, or any other factor relative to the appointment, said provision shall be deemed repealed, and the remainder of the policy shall continue in force.

Adopted: April 12, 2012

Amended: September 10, 2015

Amended: February 7, 2019

Amended: September 5, 2019