



APO Number: 17-2021
Resolution Number: 2021-26
Effective Date: August 25, 2021
Modified Date(s):

Title: Filling Board Vacancies
Adoption Date: August 24, 2021

General Purpose:

The purpose of this policy is to provide guidance to the Township Board when a Chesterfield Township Board member position becomes vacant, before the expiration of the official's elected term of office.

References:

Revised Statutes of 1846 Resignations, Vacancies and Supplying Vacancies.
41.56 Resignations of officers.

MICHIGAN ELECTION LAW Act 116 of 1954

168.370 Elective or appointive township office; appointment to fill vacancy; temporary appointment; effect of resignation; special election; vacancy in office of township constable.

168.370a Filling vacancy in township office; term of appointee; term of elected successor.

168.363 Township officers; oath of office.

Organizations Affected:

Township Board/Township Supervisor/Township Clerk

1. Notification Process

A Township elective office becomes vacant upon the happening of any of the following events: the death or resignation of an elected official or the date on which the elected official ceases to be a resident of the Township.

The resignation of an elective official shall be in writing, addressed to the Township Board and delivered to and filed by the Township Clerk. The resignation shall be effective when accepted by the Township Board. In the event a Township official submits a written resignation that specifies a date and time when the resignation is effective, the elective office shall become vacant upon the effective date of the resignation.

If a Township official submits a written resignation that specifies a date and time when the resignation is effective, the Township Board, within thirty (30) days before the effective date and time, may appoint a person to fill the vacancy at the effective date and time of the resignation. The resigning official shall not vote on the appointment.

In the event a Township employee is appointed by the Board to fill a vacancy in a Township elective office, the employee shall resign his/her employment position on or before the effective date of the employee's appointment to elective office.

Vacancies in the Township Board shall be filled by a majority vote of the remaining members of the Township Board.

The Township Supervisor shall direct staff to begin the member appointment process, and establish an interview and appointment schedule so the position is filled at the earliest opportunity. In the case of a member submitting an intent to resign, the application process may commence prior to the effective date of the resignation. The overall length of the process timeline should allow for the expedient conclusion of the appointment process, but also sufficient time for Board evaluation of candidates. The Township Clerk will propose an appointment schedule to the Board prior to advertisement of the vacancy.

The Township Clerk shall prepare and submit a display advertisement to The Macomb Daily, Voice, Township's website, and social media site. It will then be distributed, via e-mail, by the Township's internal and external newsletter services to all current members of Chesterfield advisory boards, commissions, and committees to the staff of those bodies, with copies to other local media outlets announcing the vacancy, consistent with the requirements necessary to hold public office: that the applicant be a qualified elector and hold no other public office; and have no employment under the Township government.

This display advertisement shall be published once each week for two consecutive weeks. This display advertisement shall contain other information, including, but not limited to: time to be served in the vacant position; election information, including qualifications of an elected official; salary information; powers and duties; complete list of materials required to apply for appointment; the deadline date and time for submitting applications; interview and appointment schedules; and such other information that the Township Board deems appropriate.

2. Application Process

2.1 The Application

The Township Supervisor's Office shall prepare an application form which requests appropriate information for Township Board consideration of the applicants. The application form will request the following information from the applicant:

- Pertinent contact information
- Confirmation the applicant is a qualified elector
- Answers to the following:

1. Is there anything in your background that would attract heightened public scrutiny if undisclosed and later discovered?
2. Please give a brief summary of your background and experience, including education, work history, and civic engagement activities.
3. Why are you seeking appointment to the Township Board? What do you feel your qualifications are for the position?

Applications will be available at the Chesterfield Township Municipal Office, on the Townships website, and such other locations that the Township Board deems appropriate.

2.2 Supplemental Materials

In addition to the application form, the applicants will also be required to provide a current resume. In addition to the required supplemental materials, candidates may also submit additional supportive information, such as a list of endorsements, up to three (3) letters of reference, and other pertinent materials. Endorsements and letters of reference should include contact information for the person(s) supporting the candidate.

2.3 Conclusion of Application Period

The application period shall be open for at least two weeks and no more than thirty (30) days following the announcement of the vacancy, and details of the appointment process. The length of the application period will be included in the proposed appointment schedule, as set forth in section 4.0.

Applications received by the deadline date and time, will be copied and circulated by the Township Supervisor's Office to the Supervisor and Township Board within one (1) business day following the deadline.

All completed candidate application packets will be posted on the Township's website following the application deadline and delivery of the packets to the Township Board. Applicant materials will be redacted for non-disclosable information, prior to being made public.

3.0 Board Evaluation of Candidates

Township Board members, individually, will conduct an initial review of all completed applications.

In the event the Township receives more than ten (10) completed applications, each Township Board member will submit to the Township Clerk an unranked list of names of the candidate(s) the Board member wishes to move forward in the process. Each Board member's list should contain no more than fifteen (15) names. The Township Clerk shall aggregate all Board member lists into one unranked master list of the ten to fifteen (10-15) candidates most commonly selected among the individual lists provided. The list shall be arranged in alphabetical order and shall only include the names of the candidates. This aggregated list shall be provided to the Board prior to the interview meeting.

The Township Board shall meet in public session to select which candidates to invite to participate in an interview at the next scheduled Township Board meeting. The decision as to which applicants to interview will be based on the information contained in the application forms and the Board's evaluation

of the qualifications of the candidates. The decision as to which candidates will be interviewed will be at the sole discretion of the Township Board.

The Township Supervisor's Office shall notify applicants selected for an interview of the location, date, time, and interview format (per Section 7). In the event the Board does not select all applicants to move forward to the interview, staff in the Township Supervisor's Office will notify those candidates of their status, if not selected. Information about the interview meeting, and those applicants selected for an interview, will be announced to the public via a news release, and posted on the Township's website after all applicants have been contacted.

Prior to the date and time of the interview meeting, each Board member shall submit one interview question, and one back-up question, to the Supervisor and Township Clerk. If two or more Board members submit the same primary question, the Supervisor shall choose whose to accept, and the back-up question(s) from the other Board member(s) will be used. The final list of questions will be provided to all of Board members prior to the interview meeting. Each Board member will ask his or her question during the interviews.

4.0 Interview Meeting

An interview meeting shall be scheduled for a regularly scheduled Board meeting. The meeting will be open to the public, and broadcast and live streamed by CTWTV.

At the opening of the interview meeting, the Supervisor shall provide an overview of the format and ground rules for the meeting. The applicant's order of appearance also shall be determined at this time by a random lot drawing performed by the Township Clerk.

Each candidate interview shall be no more than thirty (30) minutes in length. The Board may reduce the thirty (30) minute interview time if the number of applicants exceeds six (6) candidates. Each interview shall follow the following format:

- The applicant shall present his or her credentials to the Township Board (up to ten (10) minutes).
- The Township Board shall ask the pre-determined set of questions, one question per Board member, which must be responded to by the applicant. Each applicant will be asked, and will answer, the same set of questions, and will have two (2) minutes to answer each question (up to fourteen (14) minutes)
- An informal question-and-answer period during which Board members may ask and receive answers to miscellaneous or follow-up questions (remainder of time).

5.0 Voting

Upon completion of the interviews, Board members may adjourn to provide time to further evaluate the qualifications of the candidates; however, all interviews, nominations and votes taken by the Board, shall be in open public session.

Voting will continue until a nominee receives a majority of votes.

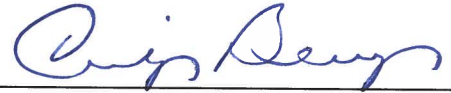
At any time during the process, the Township Board may postpone voting until a date certain or regular meeting, if a majority vote has not been received.

The Supervisor shall declare the nominee receiving the majority vote as the new Board member, and they shall be sworn into office at the earliest opportunity, or no later than the next regularly scheduled Township Board Meeting following the vacancy and selection/appointment.

Adoption Certification by



Bradley A. Kersten, Supervisor



Cindy Berry, Clerk