



APPLICATION TO SERVE ON VILLAGE OF DECATUR BOARDS & COMMISSIONS

A separate application is required for each board or commission you wish to be considered for appointment. Applications remain active for one year from the date of submittal. Resumes are encouraged and may be attached to your application.

Name:	
Home Address:	Work Address:
Home Phone:	Work Phone:
Cell Phone:	Email:
Please note your preferred method(s) to be contacted:	
Please select the board or commission your application pertains to: <input type="checkbox"/> Village Council <input type="checkbox"/> Parks & Recreation Committee <input type="checkbox"/> Downtown Development Authority <input type="checkbox"/> Planning Commission	

Describe any experiences that led to your desire to serve the community:

Provide a brief biography. Include your skills, background/expertise, as well as involvement in the community, professional or other nonprofit organizations that are specifically applicable to your desired board:

Employment: List your three most recent employment experiences:

Dates of Employment	Company Name/Location	Position	Job Description

Education: List your most recent educational experiences:

Educational Institution/School	Certificate/Degree Received	Area(s) of Study

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 Village Clerk at (269) 423-6114 if 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 the information disclosed on this form will be publicly available as part of a Freedom of Information Act request.

Applicant Signature

Date

Return completed forms to: Village of Decatur
 114 N. Phelps St.
 Decatur, MI 49045



Village Council

Member Roles & Expectations:

- Act as the community's legislative and policymaking body
- Approval of a yearly fiscal budget
- Creating and implementing Village Resolutions, Ordinances and Policies
- Establishing short- and long-term goals of the community through Capital Improvement plans
- Approving contracts and bids for city projects
- Providing oversight to city departments to ensure they're working efficiently and effectively
- Addressing constituent issues and concerns
- Attend regular meetings on the first Monday of every month at 7:00PM

Desirable Knowledge, Abilities, and Skills (Not Required):

- Local government and governing documents
- Must be an elector of the Village of Decatur, MI
- Effective communication skills
- Community outreach skills

Planning Commission

Member Roles & Expectations:

- Review all applications for amendments to the Zoning Ordinance, hold hearings and report findings and recommendations to Council
- Review all applications for special land uses, hold hearings and act as deemed appropriate
- Review all applications for site plan approval using the procedures detailed in the zoning ordinance, and make the final decision to grant approval, approval with revisions, conceptual approval, or denial of approval
- Engage in planning & zoning training, as well as continuing education
- Attend regular meetings on the third Thursday of each month at 1:00PM

Desirable Knowledge, Abilities, and Skills (Not Required):

- Urban Planning & Zoning
- Business Attraction/Retention
- Real Estate/Development
- Business Attraction/Retention

Downtown Development Authority

Member Roles & Expectations:

- Assume responsibility for halting property value deterioration and promoting economic growth
- Develop long-range plans designed to promote the growth of the development area, and take such steps as may be necessary to implement the plans
- Review and understand the DDA Development & TIF Plan and budget
- Build partnerships between the community and the businesses for participation and engagement in revitalization
- Attend regular meetings held on the second Wednesday of every month beginning at 1:00PM

Desirable Knowledge, Abilities, and Skills (Not Required):

- Effective leadership and management skills
- shall be persons having an interest in property located in the downtown district
- Marketing/ Promotion
- Community economic development

Parks & Recreation Committee

Member Roles & Expectations:

- Have a general knowledge and understanding of all recreational properties and facilities
- Review and understand the Joint Parks & Recreation Plan
- Serve as ambassador and communicator to the community by assisting in the promotion of existing programs, facilities, and recreational opportunities
- Attend regular meetings held on the third Monday of every month beginning at 4:00PM

Desirable Knowledge, Abilities, and Skills (Not Required):

- Recreation
- Landscape Architecture
- Forestry/ Botany
- Urban Planning



Guidelines and Policies for Boards, Commissions, & Committees

The Village of Decatur Boards, Commissions and Committees provide a way that residents can participate in their government. According to the Code of Ordinances, the Village Council creates, regulates, sets terms of offices, and establishes the duties for Boards, Commissions and Committees as needed. Village Boards, Commissions and Committees can best serve the Village when they are fully aware of the missions and priorities of the Village Council.

Membership: The Village President traditionally appoints Members with concurrence of the Village Council. Announcement of vacancies will be made at the Council meeting preceding that at which the appointment will be made. This allows interested citizens to submit their name and qualifications for consideration. The manager may appoint Ex-Officio representatives of the Village administration to serve as advisors and provide liaison.

Conflict Of Interest: A member of the Village Board, Commission and Committee serves the people and shall not receive personal or business benefit as a result of serving. A member who has a financial interest in the outcome of a particular matter before the Board, Commission and Committee should be excused from deliberations. If the member does not announce her/his own conflict of interest, another member may request that the involved person not participate in discussion nor vote on the issue over which there is a conflict of interest.

Length Of Term: Length of terms varies with the particular Board or Commission. A member may be reappointed for additional terms. Consult the Village Clerk regarding length of term of a specific Board, Commission and Committee that are advisory in nature unless otherwise specified.

Powers: The powers of such Boards and Commissions are delegated to them by Council resolution, Charter, ordinance, or state law. Village Boards, Commissions and Committees are advisory in nature unless otherwise specified.

Removal From Office: Members may be removed because of poor attendance, malfeasance, conflict of interest or conduct that might damage the reputation of the Village or the individual on the respective Board, Commission, or Committee.

Meeting Of the Board, Commission Or Committee: Notices of the meetings for calendar year are posted and provided to the Village Manager's Office in early January. The notice shall include date, place, time and handicapped accessibility information. Any deviations from these posted notices are to be reported at least 18 hours before the meeting. For committees who meet "at the call of the chair", the notices shall be posted and forwarded to the Village Manager's Office no later than 18 hours before the meeting.

Responsibility of Board, Commission or Committee

1. A person often seeks appointment to a Village Board, Commission or Committee because of her or his involvement with a particular activity, or because she or he has a specific interest or expertise in the focus of that Board, Commission or Committee. However, it must be remembered that the member represents all people and the entire Village and not that special interest when serving on that Board, Commission or Committee.
2. Minutes of every meeting held by a Village Board, Commission or Committee are to be approved by that Village Board, Commission or Committee.

3. Boards, Commissions or Committees shall consult with the Village Manager or his designated representative (such as department head) before taking action which will be legally binding on the Village or obligate the Village financially.
4. The respective Department Head should be kept informed about actions being considered by the Board, Commission or Committee.
5. Press releases from a Board, Commission or Committee shall be released through the Village Manager for review by the Village Council in advance of the release to the public. The Village Manager may determine that some releases are routine and do not need advance notice. For example, the opening date of the beach.

Applying to a Board, Commission or Committee

Individuals interested in serving on a Village board, commission, or committee must complete the “Application for Boards and Committees”, indicating which board, commission, or committee they are applying for. This application can be obtained from the Village Clerk’s Office or www.decaturni.org, and returned there upon completion. The application will be considered ‘active’ for 12 months and will be considered by the Village Manager, Village President and Village Council if an opening in the applicable board, commission or committee becomes available. Eligibility to apply and serve varies based on bylaws and authorizing legislation. Several boards, commissions and committees require residency within the Village of Decatur.

When terms expire and/or upon notification of a board or board resignation, openings for the position will be advertised by the Village Clerk in the local newspaper, through the Village website, and/or via social media. The Village Clerk will gather new applications and contacts all applicants on file to confirm whether they are still interested in serving in the position. After gathering and verifying applications, the Village Clerk will forward them to the Village Manager, Village President, or Village Council (depending on the appointing authority). For appointments made by the Village President with the consent of Council, the President shall notify Council of his or her desired appointees in writing at least three calendar days in advance of the Village Council meeting at which he or she desires to make the appointments. Any person appointed to fill a vacancy may be eligible for reappointment following the by-laws to the Board, Commission, or Committee.