

TAWAS CITY APPLICATIONS & EXPECTATIONS

for City Boards, Committees & Commissions

Application Process

Applications for vacancies are obtained from the City Clerk's office or at tawascity.org and returned to the City Clerk's office or emailed to info@tawascity.org. Applications are then forwarded to the City Council in a regular agenda packet. The City Council reviews all applicants and appoints commission members at a City Council meeting open to the public.

City Boards, Committees, & Commissions

The following boards, committees, and commissions, listed below are appointed by the City Council.

- Planning Commission
- Downtown Development Authority
- Zoning Board of Appeals
- Brownfield Authority
- Tawas City Building Authority
- Board of Review

The bodies are comprised of community members who volunteer for service and are appointed by the City Council. All board members serve at the discretion of the City Council. The primary responsibility of the board is to implement adopted City policies and advise and/or make recommendations to the City Council. The adoption of policies, the issuance of proclamations, and the approval of agreements and other official acts of the City are the responsibility of the City Council.

Terms of Office

Board, commission, and committee members generally serve three or four-year overlapping terms, see specific bylaws for each board, committee, or commission. There is no monetary compensation or benefits for the Planning Commission, Downtown Development Authority, Zoning Board of Appeals, Brownfield Authority, and Tawas City Building Authority. There is monetary compensation in the form of meeting pay for the Board of Review.

The City 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 City Council stating the effective date of the resignation. A member may be removed from office upon majority vote of the City Council, based on the City Charter, specific boards Bylaws and/or Policies and Procedures.

General Responsibilities of Boards, Commissions, and Committees

City boards, commissions, and committees shall have the following general powers, duties and responsibilities in addition to those set forth in the City of Tawas City Charter and State statute.

- 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 City Council.
- To advise and recommend on city policies and procedures pertinent to their respective activities and functions.
- To support and adhere to all city policies approved by the City Council and to establish needed interim policies in the absence of the same.
- To provide information and promote good public relations between the City and the general public.
- To perform related functions as may be assigned to them by the City Council.

Desirable Characteristics in Applicants for Boards, Commissions, and Committees

While membership on City 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 for as they review applications:

- Familiarity with Community
- Familiarity with the physical, social, and economic make-up of the community
- Demonstrates an active interest and involvement in the community
- Basic building knowledge
- Computer, oral, & written 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 City board, committee, or commission, your actions will reflect on Tawas City, and you are required to relate to the community with impartiality and courtesy.

Commitment to City Policy

The City 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.