

TOWNSHIP OF SANILAC

COMMITTEE APPOINTMENT POLICY

For any open positions with the Township of Sanilac, that are filled by Township Board appointment, and not filled by appointment by the Township Supervisor, the Township shall use the following procedures for filling the position:

- I. Prepare a description of the vacant position along with a summary of duties and qualifications necessary for the position.
- II. Set a date and time in which all letters of interest and/or resumes shall be due.
- III. Post notification of the open position:
 - a) At the Sanilac Township Hall.
 - b) On the townships website.
 - c) Advertise in a local newspaper.
- IV. Upon collection of all letters of interests and/or resumes, all interested parties shall be notified of the date and time of the next Township Board Meeting wherein all interested parties shall be interviewed.
- V. After all interviews have been completed, each Township Board member shall vote by written ballot for one of the persons interviewed. Each Township Board member shall also sign said ballot.
- VI. The Township Clerk shall collect the ballots and read the results.
- VII. The person receiving the most votes, shall be by Board motion, appointed to fill the vacant position. In the event of a tie, the Township Board will hold another vote including only the individuals that tied. This vote will also be by written ballot with each Township Board member signing said ballot.

A Township Board Member may recuse themselves from voting where there may be a conflict of interest or a relationship with the interviewee that may be questioned.

ADOPTED: February 9, 2023, BOARD MEETING