

OPEN BOARD/COMMITTEE/COUNCIL POSITIONS

Open Board / Committee Position

1. Open Board/Commission positions (Planning Commission, Local Development Finance Authority, Downtown Development Authority, Zoning Board of Appeals, Housing Commission) will be posted on bulletin boards, social media, and the Village of Middleville website. The Village Manager will make the determination if the open position will also be published in the Sun and News.
 - a. In the event the opening is due to expiring term, the intent is to post the opening 60 days prior to expiration.
 - b. In the event the opening is due to resignation, the intent is to post the opening within one week of notice of resignation.
 - c. The posting will indicate the date that applications are due by.
2. Applications will be received for a minimum of 30 days.
 - a. Current members who wish to be considered for re-appointment must re-apply.
 - b. All applicants must fill out the Boards and Commissions Application, which will be forwarded to the applicable responsible person(s) for review and possible interview.
3. Interviews
 - a. Interviews will be conducted by applicable parties (Village President, Board Chairperson, Department Head, etc). If the necessary parties are not available, a Designee should be appointed.
4. Following review of applications, and any interviews conducted, the Department Head/Board Chairperson and the Village President should collaborate on a recommendation for appointment.
5. The recommendation for appointment will be voted on by the Village Council.

Open Council Position

1. Open Council positions (outside of regular election) will be posted on bulletin boards, social media, The Village of Middleville website, and published in the Sun and News.
 - a. The posting will indicate the date that applications are due by.
2. Applications will be taken for a pre-determined time, as determined by the existing Council, to allow for interviews and a decision in a time frame consistent with the law determining when an open position must be filled.
 - a. Applicants must fill out the Boards and Commissions Application and submit a letter of interest. This will be forwarded to the applicable responsible person(s) for review and possible interview.
3. Interviews
 - a. Interviews will be conducted by the existing Village Council.
4. Following review of applications, and any interviews conducted, the Village Council will determine the next steps.
5. A recommendation for appointment will be voted on by the Village Council.
6. Term of office will begin upon completing the Oath of Office.

Revised April 29, 2024

Adopted by Village Council on June 11, 2024.