



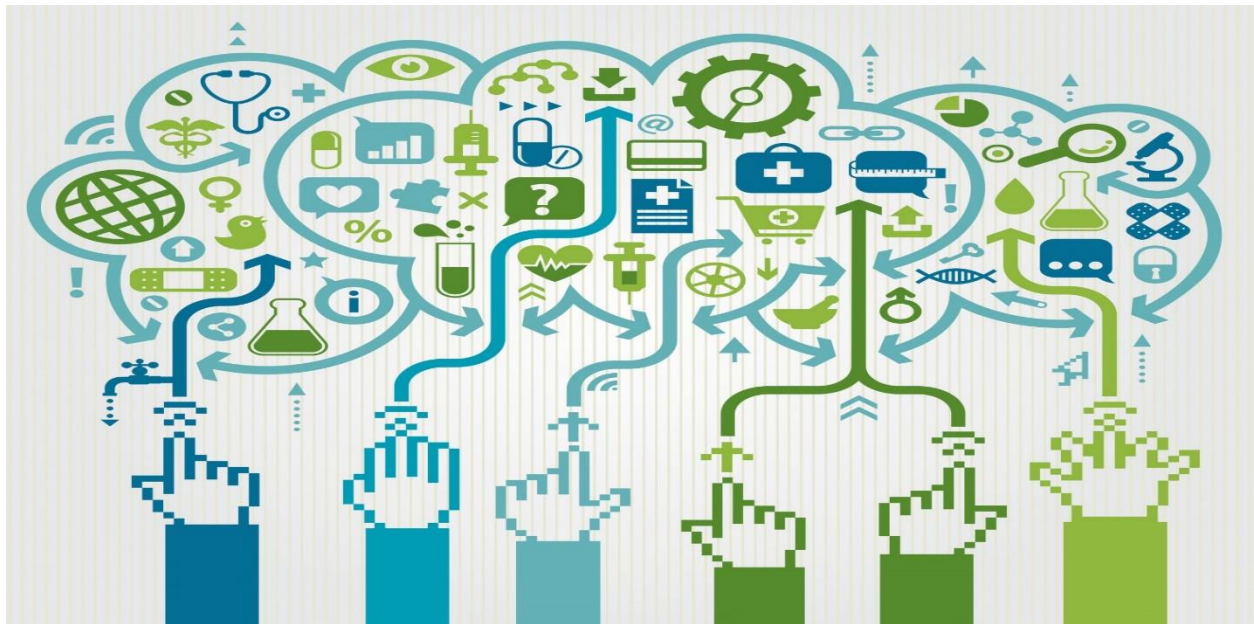
Charter Township of Mt. Morris

Boards and Commissioners

Recruitment Guide

Table of Contents

General Information	Page 3
Board Member Expectations	Page 4
Appointment Process	Page 5
Planning Commission	Page 7
Zoning Board of Appeals	Page 8
Business Development Authority	Page 9
Application Form	Page 10



General Information

The Charter Township of Mt. Morris Board Members and Commission Members are the supporting and advisory council for the community. Elected Officials and Leaders should make sound decisions that reflect key policies for the residents. This guide can be utilized to discover information about the various committees that operate within the Township.

Interested in applying?

All Mt. Morris Township residents are welcome to apply for an appointment to Township Boards and Commissions. Mt. Morris Township recommends that prospective individuals review the knowledge and skills listed for each position in addition to reviewing the responsibilities and time commitment details for the position before applying. The Township recognizes the importance of helping educating interested individuals.

How do I apply?

Interested residents should contact the Supervisor's office at (810) 785-9138 or by visiting the Township Offices, located at 5447 Bicentennial Dr., Mt. Morris, MI 48458 to inquire if any positions are vacant.

Qualities of an Effective Board Member

- Works well in a group setting.
- Displays respect to other Commissioners, Township Staff and the general public.
- Able to separate issues when conflict occurs.
- Notices and understands diverse perspectives.
- Capable of one's own approach to handle conflict and compromise when concerns are addressed.

Responsibilities and Expectations

- Attend all regular scheduled meetings.
- Follows procedures to conduct and participate in meetings.
- Makes recommendations to the Township Board as required by law upon request.
- Refrain from any act that constitutes a conflict of interest.
- Obeys the operating rules and bylaws the board or commission has established.
- When overlap occurs, work cooperatively with other boards to accomplish responsibility.
- Abide by the Open Meetings Act 267 of 1976.

<https://www.legislature.mi.gov/documents/mcl/pdf/mcl-act-267-of-1976.pdf>

Responsibilities and Expectations

(Continued)

- Review all relevant materials and come to meetings prepared to discuss the action items.
- Understand that the commitment of appointment is an on-going process that involves a long-range interest in the community; fairness, common sense, honesty, good moral character and knowledge of the Township, its people, its customs and its ordinance.

Appointment Process

All Charter Township of Mt. Morris residents are eligible to serve on one board or commission at a time. The Township Supervisor has the responsibility to appoint, with Board approval, members of the Township's various boards and commissions. When vacancies are open the Township will post the position on the webpage under employment. The applicant shall complete and return their application for appointment to:

Mt. Morris Charter Township
Attention Township Supervisor
5447 Bicentennial Dr.
Mt. Morris, MI 48458

Our Township Supervisor will review the applications submitted and proceed to an interview for the selected candidates via phone or in person. The Supervisor will make a recommendation to the Township

Board. After Board approval, the Supervisor will prepare an orientation packet with training materials to the appointed Commissioner. An Oath of Office must be completed before the new Commissioners first meeting.

To inquire about Township vacancies to Board or Commission positions, please contact the Supervisor's Office at (810) 785-9138. The Township will accept applications for appointment at any time and will hold the application until a position is available.

Planning Commission Description

Appointment Type:

By the Township Supervisor, with Board approval; Three (3) year term

Title:

Planning Commissioner

Position Details:

Review and approve or deny site plans, special land use and proposes recommendations for rezoning cases and amendments to the Zoning Ordinance, to the Township Board. Speak and communicate with other commissioners, staff, applicants and the public at meetings. Attend training workshops when applicable.

Materials needed:

Commissioners will be provided with a Zoning Ordinance book, Master Plan book and Zoning Maps. Michigan Association of Planning facilitates training classes throughout the year for new members. All packets will be provided to include agenda items one (1) week prior to the meeting.

Suggested knowledge, abilities and skills (recommended, but not required)

- Communicate clearly and effectively with staff and general public.
- Ability to listen and maintain professionalism with other commissioners, staff and the public.
- Eagerness to learn.
- Some understanding of site plans, land use, development and law.

Zoning Board of Appeals Description

Appointment Type:

By the Township Supervisor, with Board approval; Three (3) year term

Title:

Zoning Board of Appeals Commissioner

Position Details:

Review and approve or deny variance application, interprets the Zoning Ordinance and reviews appeals of zoning decisions. Speak and communicate with other commissioners, staff, applicants and the public at meetings. Attend training workshops when applicable.

Materials needed:

Commissioners will be provided with a Zoning Ordinance book, Master Plan book and Zoning Maps. Michigan Association of Planning facilitates training classes throughout the year for new members. All packets will be provided to include agenda items one (1) week prior to the meeting.

Suggested knowledge, abilities and skills (recommended, but not required)

- Communicate clearly and effectively with staff and general public.
- Ability to listen and maintain professionalism with other commissioners, staff and the public.
- Eagerness to learn.
- Some understanding of site plans, land use, development and law.

Business Development Authority Description

Appointment Type:

By the Township Supervisor, with Board approval; Four (4) year term

Title:

Business Development Authority Board Member

Position Details:

Analyze economic changes in the district. Plan the revitalization and growth of the district. Implement a long-range plan of development in the district necessary to achieve the purpose of this Authority, in accordance with the powers of this Authority as granted in Act 197. Attend training workshops when applicable.

Materials needed:

Commissioners will be provided with a Business Development Authority book. Michigan Association of Planning facilitates training classes throughout the year for new members. All packets will be provided to include agenda items one (1) week prior to the meeting.

Suggested knowledge, abilities and skills (recommended, but not required)

- Communicate clearly and effectively with staff and general public.
- Ability to listen and maintain professionalism with other commissioners, staff and the public.
- Eagerness to learn.
- Some understanding of site plans, land use, economic development and law.

Charter Township of Mt. Morris
Commission and Boards Application

Date: _____

Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Commission Applying for: _____

Current Employment: _____

Job Title: _____ Years of Employment: _____

Current/Past Committees, Commissions or Boards (if any): _____

Additional comments or information: _____

Please return completed form to the Township Supervisor's Office
5447 Bicentennial Dr., Mt. Morris, MI 48458
810-785-9138