

# Board and Commission Application

102 W. Savidge, Spring Lake, MI 49456  
P: (616) 842-1393 F: (616) 847-1393  
Email: christine@springlakevillage.org



*Current service on a board or commission does not guarantee reappointment. Each year, the Village solicits applications to fill terms that are expiring or seats that have been vacated. Incumbents are required to reapply. In the event that there are more applicants than there are seats available, qualified applicants may be interviewed and the most qualified individual(s) will be appointed.*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Email Address: \_\_\_\_\_ Cell Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Years as a Village Resident: \_\_\_\_\_ Occupation<sup>1</sup>: \_\_\_\_\_

Background/Interests: \_\_\_\_\_

Please check the board(s) or commission(s) that you would be willing to serve on:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Village Council               | <input type="checkbox"/> Lloyd's Bayou Lake Board | <input type="checkbox"/> Beautification Volunteer                 |
| <input type="checkbox"/> Planning Commission           | <input type="checkbox"/> Historic Commission      | <input type="checkbox"/> DDA                                      |
| <input type="checkbox"/> Zoning Board of Appeals       | <input type="checkbox"/> Library Liaison          | <input type="checkbox"/> Development Area Citizens Council (DACC) |
| <input type="checkbox"/> Parks & Recreation/Tree Board | <input type="checkbox"/> Spring Lake Lake Board   | <input type="checkbox"/>  |

The above boards typically meet on a monthly basis, with the exception of the ZBA, which meets on an "as needed" basis. Quorums are required for any board to act, so attendance is important. Do you feel the other board members can count on your regular attendance so that business can be conducted?

Yes       No       Seasonally – from \_\_\_\_\_ to \_\_\_\_\_

Why would you like to be on the board(s) or commission(s) you have selected: (Please use reverse side if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Concerns for the Village; if any:

\_\_\_\_\_  
\_\_\_\_\_

The Village of Spring Lake assures that no person shall, on the grounds of race, color, national origin, or sex be excluded from or participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The Village of Spring Lake further assures every effort will be made to ensure nondiscrimination in all of its committees, programs and activities, regardless of the funding source.

<sup>1</sup> You may attach a resume in lieu of completing the "background/interests" section.

## **APPLICANT INFORMATION**

Thank you for considering serving as a volunteer on a Village Board or Committee. The Village is very fortunate in that we have a very engaged population who wishes to serve their neighbors in a way that continues to move the Village forward.

Each November, Council considers applications for all boards and committees. Incumbents are not guaranteed reappointment; Council considers the skillset and fit of every applicant. Incumbents are required to reapply if they wish to maintain their seats. Occasionally, seats will open up throughout the year for various reasons and Council will consider those on a case-by-case basis. Applications are vetted by the respective board that you wish to serve. For example, if you wish to serve on the Parks & Recreation Board, the currently seated members will consider the application. If there are more applications than seats available, they may interview candidates (either in person or via Zoom) prior to making a recommendation to Council. Once a recommendation has been made, Council will make the official appointment to serve.

In some cases, board by-laws mandate how quickly a vacancy must be filled. In all cases, applicants must be Village residents in order to be considered for appointment.

Prior to serving on any board or committee, candidates will be sworn in and must pledge the following: "I do solemnly swear (or affirm) that I will support the Constitution of the United States, and the Constitution of this State, and that I will faithfully discharge the duties of the office of [insert board or committee here] in and for the Village of Spring Lake, County of Ottawa and the State of Michigan, according to the best of my ability"

Failure to adhere to this oath of office, to the point of malfeasance or misfeasance, may result in a member being removed from a board or committee. Failure to adhere to this oath of office, to the point of malfeasance or misfeasance, may result in a member being removed from a board or committee.

## **APPLICATION PROCESS:**

1. Fill out the application and submit it to Village Manager, Chris Burns, at [christine@springlakevillage.org](mailto:christine@springlakevillage.org). Applications can be found in Village Hall at 102 West Savidge Street or at [www.springlakevillage.org](http://www.springlakevillage.org)
2. The Village Manager will forward the application to the respective board(s) and its' members.
3. Respective board considers and reviews submitted applications for the open seat. The respective board may decide to interview candidates before making a decision.
4. After the board selects the applicant, they will submit a recommendation to Village Council to appoint the applicant to the respective board. Village Council will make the official appointment to serve.
5. Applications are held for one year and are considered in future board openings. After one year, the application will be discarded and the applicant will need to reapply.