

**CITY COUNCIL POLICY FOR APPOINTMENTS  
TO CITIZEN ADVISORY BOARDS**

1. Two months prior to the creation of vacancies on a citizen board through expiration of terms, the City Clerk shall notify the board chairperson, the citizen board member(s) with expiring term(s) and the board ex officio.
2. The Council, citizen board chairperson and citizen board ex officio should receive a vacancy summary and a listing and resume forms of all eligible applicants interested in a position on the board one month before the scheduled interview time. If an applicant is a current board member, the City Clerk should provide a summary of his/her past attendance at board meetings during the individual's last term of service. Applications received after one month before the scheduled interview time will be considered as future vacancies occur. Attendance less than 80% may be considered grounds for non-reappointment or removal from board.
3. The City Council shall invite applicants for an interview with Council in October, May, or January. A majority of Council members voting affirmatively will serve to appoint an applicant to fill a board vacancy.
4. An applicant will not be excluded from consideration because he or she cannot attend the scheduled interview.
5. In the case of Mayoral appointments, the Mayor will recommend an applicant to the Council following the Council's interview of the applicants. The process used by the Mayor will follow Michigan statutes and City ordinances. A majority of Council members will confirm or reject the Mayor's appointments.
6. The City Council may reappoint an incumbent if that member has not served more than one half of a full term. In such cases, City Council is not required to interview other candidates.
7. In making appointments to the boards, the City Council shall strive, whenever possible, to make the boards representative of the demographic composition of Portage. Service on a board will be limited to ten consecutive years or three consecutive terms, whichever is greater. Partial terms do not count toward the limit. In cases where there are no other qualified applicants and the individual wishes to serve beyond the limit, Council may waive the term limitation.
8. Applications for those candidates that are not selected for a board or commission vacancy shall be considered active for a period of thirteen months following the date the application was received.