



Date Stamp (Official Use Only):

## APPLICATION FOR APPOINTMENT: TO VILLAGE BOARDS/COMMISSIONS

### Application Process:

- When a vacancy on a board or commission occurs, the Village Clerk prepares a notice that is posted to the website and announced at a village council meeting.
- An application will be available to fill online, or an application can be obtained at the office.
- A filled-out application will be turned into the village clerk, and the clerk will date-stamp receipt of the board and commission application.
- The clerk will forward the application to the appropriate board or commission for review, depending on the time of receipt of a filled-out application. The board or commission will review the application and vote on whether to recommend appointment of the applicant to the Village Council.
- A decision will be made at the next council meeting, if approved, the clerk will submit a notice to the applicant. If denied, the clerk will submit a notice of denial.
- If there are no vacancies now and an applicant wishes to apply, the village clerk will hold the application for no longer than one year of the time of submittal. Once a position opens; the clerk will forward the application to council for consideration.

### Terms of Office:

Board and commission, and committee members generally serve four-year terms. The planning commission are paid \$30 per regular meeting that is attended. The village council may reappoint incumbent members or fill vacancies with new appointees. Some bodies limit the number of consecutive terms an individual may serve.

### Member Expectations:

We are looking for energetic and enthusiastic individuals to serve on our commission and committees. These individuals should have the ability to make decisions, work as a part of a team, and want to be able to guide the future growth and development of our Village. The Planning Commission provides guidance to the Village Council on planning matters such as ordinances, zoning matters, and special development projects. Many of the commitments only require a few hours of service a month, but as always, it is what you want to put in!

- Attend all meetings
- Participate in discussions
- Be willing to attend training sessions
- Learn and follow Roberts Rules of Order



While membership on Village boards and commissions requires no specific qualifications, except for some seats there are desirable characteristics for which the Council will be looking as they review applications:

- Familiarity with Community
- The Council would require appointees to be familiar with the physical, social, and economic make-up of the community.
- Applicants should have demonstrated an active interest and involvement in the community.
- Basic building knowledge
- Computer, skills, oral, & writing communication skills

### **Desired Skillsets:**

The following is a series of recommended skill sets desired for the following boards and commissions. **Please Note:** if you have an interest in a certain board and you don't feel you meet the skill sets, that's ok! We can provide the tools necessary for you to succeed in that position.

#### **Planning Commission:**

Members should have an interest in or have demonstrated experience in zoning laws, architecture, landscape architecture, planning, construction, engineering, real estate development, community development/outreach, social sciences or related fields.

Compensation: **\$30.00 per regular meeting attended**

#### **Downtown Development Authority:**

Members should have an interest in or have demonstrated experience in zoning laws, architecture, landscape architecture, planning, construction, engineering, real estate development, community development/outreach, social sciences or related fields. A complete list of powers may be found in the Village Ordinances.

Compensation: **None**

#### **Zoning Board of Appeals:**

Members should have an interest in or have demonstrated experience in zoning laws, architecture, landscape architecture, planning, construction, engineering, real estate development, community development/outreach, social sciences or related fields.

Compensation: **\$30.00 per regular meeting attended**



## APPLICATION FOR SERVICE:

Please fill out the application and return to the Village Clerk (mail or email), applications will be kept on file for up to one year if there are no vacancies. You should expect to be contacted within 2 weeks to determine if your skill set is needed at the present time. If you don't hear from us within 2 weeks, please contact the Village office.

**Name:**

**Position Applying for:**

- Planning Commission**       **Zoning Board of Appeals**       **Downtown Development Authority**

**Home Address:**

**City, State and Zip Code:**

**If appointed, do you want this number to be available to the public?**

- Yes**       **No**

**Email address:**

**If appointed, do you want this e-mail to be available to the public?**

- Yes**       **No**

**Have you attended a meeting of this body?**

- Yes**       **No**

**If yes, when?**

**Have you served on, interviewed for or applied for this body previously?**

- Yes**       **No**

**If yes, when?**

**The information provided will be kept confidential.**

