



Village of Kingsley

Board Handbook

January 2023





Introduction

Well-functioning boards are essential for the effective administration of the Village of Kingsley's policies and procedures. A well-functioning board helps the Village to not only meet legal requirements, but to also achieve the Village's goals successfully. It is the responsibility of the Village Council, through the established recruiting process, to appoint skilled, committed, and participative board members.

Recruitment

Effective board member recruitment is a continuous process. Before recruiting new members, the current board, Village Council, or Village employee charged with recruiting a new board member should consider the needs of the current board as well as the requirements as listed in the Village of Kingsley Compiled Ordinances, Charter, and General Code. Once the needs of the board are identified, there may be an individual in the community who would fill those needs. If an individual is identified that the Village wishes to recruit to a board, that individual may be reached out to regarding applying for a board position. When reaching out to recruit an individual for the board, the following materials may be provided.

- A board member's application
- If the board has bylaws, rules, or regulations, those may be provided.
- A meeting schedule.
- Any other information relevant to the specific board.

The candidate should also be given contact information for who to contact should they have any questions regarding the board itself, the recruitment process, or the appointment process.

Orientation

The following are the orientation procedures for new board members for the Village of Kingsley's Village Council, Zoning Board of Appeals, Planning Commission, and the Downtown Development Authority.

1. Village Council

New Village Council members are always asked to meet with Village staff before their term begins to fill out the required payroll and new hire forms. In addition to payroll forms, newly elected Council members will receive:

- A copy of the Village of Kingsley Code of Ordinances
- A copy of Robert's Rule of Order
- A copy of the Open Meetings Act
- A meeting schedule.
- Training for newly elected officials, through the Michigan Municipal League
- Village Board Contacts

2. Village Planning Commission

New Planning Commission members are always asked to meet with Village staff before their term begins to fill out the required payroll and new hire forms. In addition to payroll forms, newly appointed Planning Commission members will receive:

- A copy of the Village of Kingsley Code of Ordinances and Zoning Map
- A General Law Handbook
- A copy of the Master Plan
- A copy of the Planning Commission Bylaws
- A copy of Robert's Rule of Order
- A copy of the Open Meetings Act
- A meeting schedule.
- Training for newly elected officials, through the Michigan Municipal League
- Village Board Contacts

3. Zoning Board of Appeals

New Zoning Board of Appeals members are always asked to meet with Village staff before their term begins to fill out the required payroll and new hire forms. In addition to payroll forms, newly appointed Zoning Board of Appeals members will receive:

- A copy of the Village of Kingsley Code of Ordinances and Zoning Map
- A General Law Handbook
- A copy of the Master Plan
- A copy of the Zoning Board of Appeals Bylaws
- A copy of Robert's Rule of Order
- A copy of the Open Meetings Act
- Training for newly elected officials, through the Michigan Municipal League
- Village Board Contacts
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4. Downtown Development Authority

New Downtown Development Authority board directors, upon appointment to the board by Village Council, will receive the following items to orient them to the board:

- Welcome letter explaining their orientation materials and who to contact with questions
- Copy of the DDA Bylaws
- Copy of the Open Meetings Act
- Meeting Schedule
- DDA Board of Directors Contact List
- Information where they can digitally access past agendas, minutes, and other DDA information, which is by going online to kingsleydda.com.