



## Village Appointments Policy

**Approved:** 15 July 2025

**Purpose:** To provide a transparent and consistent procedure for appointments to Village boards, commissions and committees (hereinafter referred to as "boards").

### **Background:**

- I. The Village Council retains full authority for the official approval of appointments.
- II. The Village has the following boards:
  1. Downtown Development Authority
  2. Historic District Commission
  3. Planning Commission
  4. Zoning Board of Appeals
    - a. Village Trustees assume membership of the Zoning Board of Appeals
- III. Appointed members are not permitted to serve on more than two boards at any time.
  1. Each board contains unique membership requirements, terms, conditions, and schedules that must be adequately adhered to by each appointee.

### **Appointments Procedure:**

- I. A standardized application form for all boards will be routinely updated and available on the Village website, as well as in the Village Office.
  1. Vacancies will be advertised on the Village website, as well as the Village Office main entrance, until filled.
- II. All applications to boards must be submitted to the Village Manager for review.
  1. Resumes are encouraged to be submitted alongside applications but are not required.
  2. Once approved by the Village Manager, applicant submissions must be presented to the

Village Council for official appointment.

III. The Village Council will adopt a resolution of appointment at the next scheduled meeting.

IV. Upon appointment, new members will be provided with relevant orientation paperwork by the Village Manager.

### **Elected Officials**

I. Elected officials include:

a. Village President

b. Village Trustees

II. Public notices for vacancies and expiring terms shall be posted on the Village website, as well as the Village Office main entrance.

III. Interested persons shall be directed to the Clerk for specific information regarding election requirements and procedures.

IV. Newly elected officials must take an Oath of Office within 30 days of election.

V. Orientation of newly elected officials shall be conducted by the Village Manager and other village officials with knowledge about the position.

VI. In the event of a mid-term elected official vacancy:

1. Public notices detailing the vacancy shall be posted on the Village website, as well as the Village Office main entrance.
2. Applications will be gathered by the Village Manager and forwarded to the Village Council for consideration and placement on the next regular Council meeting.
3. The Village Council will adopt a resolution of appointment during a regularly scheduled meeting.
4. Appointees and unsuccessful applicants will be notified by the Village Manager.
5. Orientation of new appointees will be conducted on an individual basis by the Village Manager and other village officials with knowledge about the position.