

Council Policy 2021-001

Subject: Procedure for Filling Council Vacancies

BACKGROUND: The General Law Village Act provides that vacancies of the Village Council "shall be filled by appointment by the council, and the appointee shall hold the office until the next regular village election." (GLVA 62.13) It does not provide procedures for making such an appointment.

PURPOSE: To establish procedures by which the Council may fill Council vacancies by appointment.

POLICY: It is the policy of the Council of Trustees of the Village of Ontonagon that the following procedures will be utilized by the Council to fill a Council vacancy by appointment:

- A. **Schedule:** At the earliest possible time after a vacancy occurs, the Council shall adopt a time schedule. The time schedule shall include:
1. Setting a time and date by which any advertising for the vacant position shall take place.
 2. Setting a time and date by which any qualified person interested in being appointed shall submit a Letter of Intent and a Resume.
 3. Setting a date or dates on which the documents submitted by the applicants will be reviewed by the Personnel Committee of the Village Council.
 4. Setting a date for which the Personnel Committee's recommendation to fill the vacancy shall be reviewed by the Council.
 5. Setting a date for which an appointment shall be made to fill the vacancy.
- B. **Letter of Intent and Resume.** A person interested in being appointed to a Council vacancy shall provide a Letter of Intent and a Resume to the Village. Those documents shall state background, qualifications and why she or he wishes to be appointed to the vacant Council position.
- C. **Financial Disclosure:** Any person applying for the vacancy shall be required to verify with the Village Clerk that they are in arrearage of any financial obligation to the Village.
- D. **Disclosure of Applications.** Following the deadline set by the Council for the submittal of applications, copies of all Letters of Intent and Resumes and the names of the applicants shall be filed in the Village Clerk's office and made public. No information shall be disclosed prior to the close of the application deadline.

F. Council Interviews. Should a majority of the Council desire to interview the qualified applicants, applicant interviews shall be conducted in a public meeting. At the time and date set for applicant interviews, each applicant shall be interviewed separately and shall be given the opportunity to make a brief statement concerning her or his qualifications. Thereafter, each Council member may question each applicant on any subject he or she feels is relevant to that applicant's qualifications to sit on the Council. Based on the time available and the number of candidates, the Council may require a time limit on interviews as well as limit the number of questions directed to the applicants.

G. Voting Procedure. The person to fill the Council vacancy shall be selected from all qualified applicants by a majority vote of the Village Council members present.

Adopted: January 25, 2021