

Village of Cassopolis

Boards & Commissions

Recruitment,
Application Process,
Orientation, and
Training



Village of Cassopolis Boards & Commissions

**Planning
Commission**

**Zoning Board
of Appeals
(ZBA)**

**Stone Lake
Improvement
Board**

Function of Boards & Commissions

Planning Commission: Possesses powers and functions required of Planning Commissions under the provisions of PA 285 of 1931, State of Michigan, as amended, including, but not limited to, comprehensive planning, initiating zoning amendments, granting special use permits and planned unit developments (under certain situations), and recommending the Public Improvements Program.

Zoning Board of Appeals: To hear appeals and make decisions necessary for the enforcement of the Zoning Ordinance.

Stone Lake Improvement Board: To proceed/plan and implement a six-year aquatic plant control program for Stone Lake (2017 to 2022)

Specific Roles of Boards & Commissions

Advisory:

- Deliberates and makes recommendations to Village Council which may or may not be adopted

Administrative:

- Statute or local mandates guide process
- Can make independent decisions which may be appealed to the Village Council or Circuit Court

Boards & Commissions

Terms & Residency Requirements

BOARD NAME

TERM OF OFFICE

RESIDENCY

Planning Commission

3 years

All members must be Village residents.

Zoning Board of Appeals

3 years

All members must be Village residents.

Stone Lake Improvement Board

6 years

Member of the County Board of Commissioners, the County Drain Commissioner, waterfront property owner, 2 representatives from local government or 2 additional riparian owners

Boards & Commissions Recruitment

Expectations:

- The Cassopolis Village Council requires that every member of a board or commission meet the following qualifications:
 - Appointee is not in default to the Village (appointee does not have unpaid water/sewer bills, property taxes, income taxes).
 - For most Boards & Commissions, appointee should be a resident of the Village.

Boards & Commissions Application Process

- Applications may be obtained online, in the Village Clerk's office, or the office of the Village Manager.

Application Link:

- Completed and signed applications shall be submitted to the Village Clerk's office.
- A list will be maintained in the Village Clerk's office of the applications that have been received.
- A copy of the list of applicants will be provided to the Village President and Village Manager as it is updated.

Boards & Commissions Application Process (cont'd.)

- The Village Clerk will provide the notification to the following for background/status checks:
 - Water/Sewer Billing
 - Code Enforcement
 - Property Tax
- The departments are to forward a written communication (email or hard copy) of the background/status results to the Village Clerk. The Clerk will complete and attach the checklist in the applicant's file.
- Upon receipt of all of the background/status checks, a hard copy of only the first two (2) pages of application will be provided to the Village President. Any outstanding issues will be noted in the notice to the President.

Boards & Commissions Appointments

- The President will advise the Village Manager of his recommendations for appointment and those names will be placed on the earliest available Council agenda for consideration.
- Upon approval by Village Council, the Village Clerk will notify the applicant and arrange for them to be sworn in.

Boards & Commissions Appointments

For appointments to open seats, the following are taken into consideration:

- Village Charter rules and statutes
- Balanced demographics
- Skill sets and expertise in areas relevant to specific positions

Newly Appointed Boards & Commissions Members Orientation

Newly appointed board/commission members will be provided a copy of:

- Board/Commission bylaws
- Most recent minutes
- Meeting dates
- List of members and their contact information
- A Village map, current zoning map, and future land use map:
- An updated electronic copy of the Village's Mater Plan, Parks & Rec Plan and CIP
- Village Employee Handbook

The Clerk will maintain and update the Boards and Commissions Handbook and each January provide a hard and electronic copy to the Village Council, Village Manager, and Village Attorney. Updated pages throughout the year will also be provided.

Newly Appointed Boards & Commissions Members Education and Training

Newly appointed board/commission members will be:

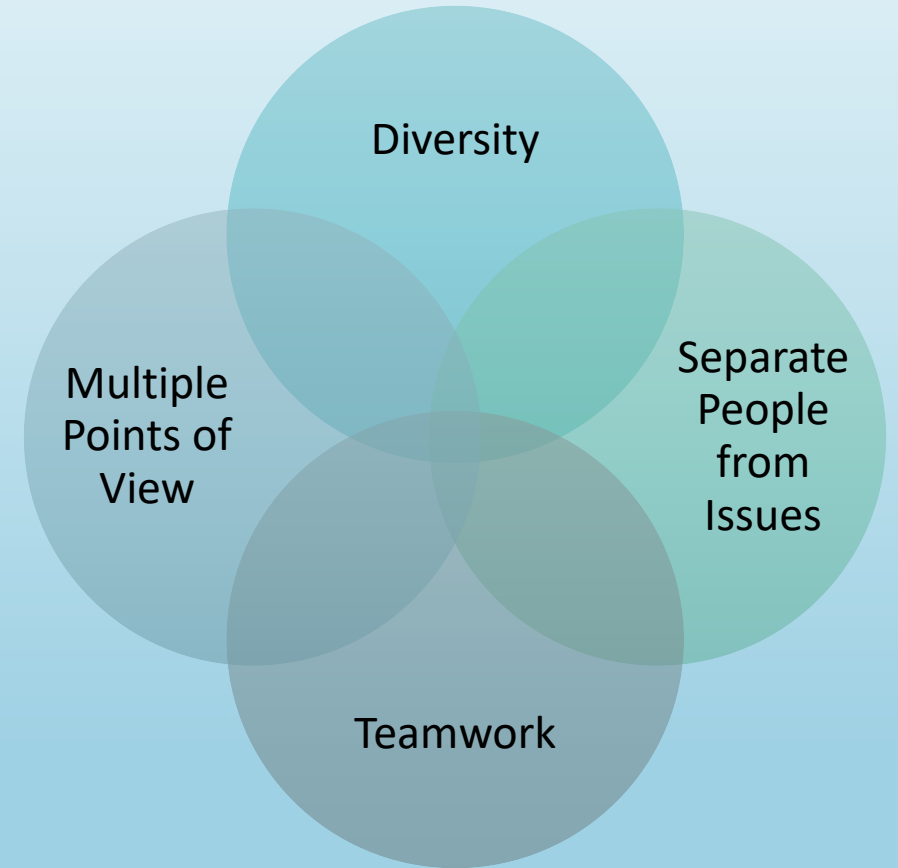
- Able to meet with the Building Inspector, and Code Enforcement Officer who will review planning, zoning, and development information.
- Invited to participate in collaborative work sessions between boards and commissions, including joint trainings on development topics.
- Provided with Newly Elected or Appointed Officials Training (e.g., MML)
- Notified of additional trainings relevant to accomplishing stated goals and objectives.
- Provided with notes from trainings by a member of their board or commission.
- Able to request additional trainings.

Boards & Commissions Responsibilities

- Regular attendance
- Advanced preparation and review of materials
- Observe and model decorum at all times
- Follow parliamentary procedure to conduct meetings
- Make recommendations to Village Council as required by law or upon request
- Refrain from discussion and voting on issues that present a conflict of interest for the board/commission member
- Abide by the requirements of the Open Meetings Act
- A quorum is required to conduct business and is defined as a majority of the members appointed and serving
- Members must either contact the Board Chair and/or staff if they are unable to attend so that the presence of a quorum can be determined

Boards & Commissions

- Diversity on Boards & Commissions ensures that a breadth of community perspectives can be heard
- Thoughtful consideration of all points of view is strongly encouraged
- Separate people from issues when conflict arises
- Teamwork and consensus building are paramount



Boards & Commissions Training

Role of the Chairperson:

- As the presiding officer, the chair is key to the effectiveness of meetings
- The chair must use parliamentary procedure to conduct smooth meetings
- The chair must set the tone by ensuring that all voices are heard and divergent perspectives are given consideration
- The chair must treat the public with courtesy and diplomacy

Boards & Commissions Training

Successful Meetings:

- Public hearings are public meetings...*not meetings of the public*
- Refrain from displaying negative gestures and sounds of disagreement
- Technical jargon should be clarified so all can follow the meeting
- Treat the public with dignity and respect and thank them for their participation

Boards & Commissions Training

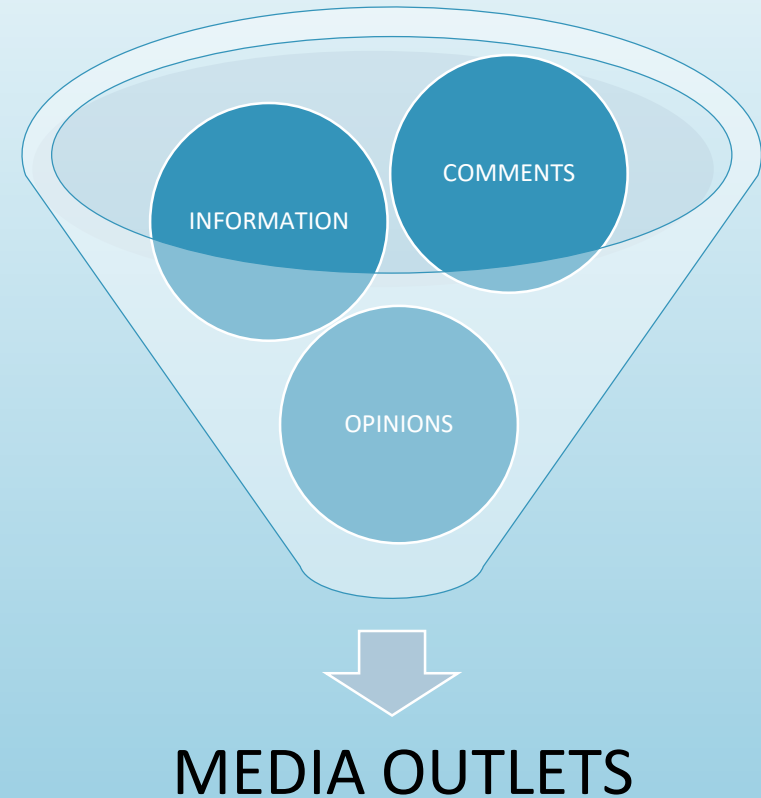
The Challenging Meeting:

- Plan the agenda strategically and carefully
- Convey that you are aware of concerns so that all will remain calm and receptive during deliberations
- Anticipate and prepare in advance, responses to difficult questions that may arise
- Request that the issue(s) be restated so that all are working with the same set of facts
- Explain the rules relative to public comment from the outset of the meeting
- Ensure that all who wish to speak have the opportunity to do so
- Model polite listening behavior
- Apply speaking time limits impartially and consistently

Boards & Commissions Training

Media Relations:

- Cassopolis is covered by all forms of media
- Weigh whether you are the appropriate person to speak with the media on a given topic
- Be mindful of the possibility that the media may misquote or misrepresent your comments
- You have the right to expression as a private citizen, but be sure to clarify with the media that you are expressing your viewpoint and not representing the opinion of others



Boards & Commissions Training

Helpful Resources:

- Village of Cassopolis Public Participation Plan: <http://www.>
- Village of Cassopolis Comprehensive Master Plan 2019-2029: <http://www.>
- Village of Cassopolis Capital Improvement Plan 2019-2024: <http://>
- Future Land Use and Zoning Plan:
- Village of Cassopolis Planning Commission Meeting Agendas & Minutes: <http://www>
- Michigan Planning Enabling Act: <http://www.legislature.mi.gov/documents/mcl/pdf/mcl-Act-33-of-2008.pdf>
- Michigan Zoning Enabling Act: [http://www.legislature.mi.gov/\(x3eqqx2ix0ez34nsk1zysl45\)/documents/mcl/pdf/mcl-Act-110-of-2006.pdf](http://www.legislature.mi.gov/(x3eqqx2ix0ez34nsk1zysl45)/documents/mcl/pdf/mcl-Act-110-of-2006.pdf)