



APPLICATION FOR BOARD APPOINTMENT

ELIGIBILITY

Eligibility for election or appointment to a board or commission of the city is determined by the Richmond City Charter. A person must meet the following requirements to be eligible for appointive office:

- Be a resident of the City of Richmond for a total of one (1) year or more immediately preceding election or appointment.
- Be a registered elector of the City of Richmond unless otherwise permitted by city charter.
- Must not be in default to the city.

APPLICANT INFORMATION

NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

TELEPHONE: (_____) _____

How long have you been a resident of the city? _____ YEARS _____ MONTHS

Are you a registered elector of the City of Richmond?

Yes No

Are you current with all of your financial obligations (property taxes, water/sewer charges, permit fees, and other obligations) to the city? Yes No

Which board or commission do you wish to be appointed to? _____

Are you willing and available to attend training sessions on-site and/or off-site if provided by the city? Yes No

The Richmond City Charter requires that board members not miss three (3) consecutive meetings nor more than 25% of the total number of regular meetings annually. Available boards and their terms and meeting schedules are listed at the end of this application. Are you able to meet the attendance requirements of the position for which you are applying? Yes No

Please briefly explain your reasons for wishing to serve on the board you selected:

What goals and objectives would you seek to achieve if you are appointed?

Please provide a brief personal history, including previous civic, community, or other service involvement, which would help the appointing authority make an informed decision regarding your candidacy:

Would you be willing to be considered for appointment to any of the other boards or commissions of the city if a position is not available on the board of your first choice? If so, please list the boards for which you would like to be considered (please list in order of interest):

Applicant Statement: *I understand that I am applying for appointment to a board or commission office of the City of Richmond; that the appointing authority may require an interview prior to consideration for appointment; that I will be required to take an oath of office to uphold the United States and Michigan constitutions and the laws of the same if appointed; that I will be required to meet the attendance and training requirements of the city if I am appointed and may be removed from office for failure to meet attendance requirements or for any other reason permitted by law or city charter; and that my application will remain on file for consideration for a period of one (1) year, after which time I will need to file a new application. I agree to comply at all times with all requirements of the office for which I am applying and to which I may be appointed.*

Signature: _____

Date: _____

BOARD AND COMMISSION INFORMATION

City Council *** (vacancy of unexpired term only) – 7 positions

Term: four (4) years

Regular Meetings: two (2) per month

Planning Commission *** - 9 positions

Term: three (3) years

Regular Meetings: one (1) per month

Term begins: July 1

Board of Zoning Appeals *** - 9 positions

Term: three (3) years

Regular Meetings: one (1) per month or as necessary

Term begins: January 1

Tax Assessment Board of Review * - 3 positions

Term: three (3) years

Regular Meetings: three (3) meetings in March; one (1) meeting in July; one (1) meeting in December

Term begins: January 1

Recreation Board *** - 7 positions

Term: two (2) years

Regular Meetings: one (1) per month

Term begins: April 1

Lois Wagner Memorial Library Board of Trustees ** - 5 positions

Term: two (2) years

Regular Meetings: one (1) per month

Term begins: July 1

Personnel Board * - 3 positions

Term: three (3) years

Regular Meetings: as necessary

Term begins: January 1

Wellhead Protection Area Appeals Board *** - 3 positions

Term: one (1) year

Regular Meetings: one (1) per month or as necessary

Term begins: July 1

Tax Increment Finance Authority *** - 7 positions

Term: four (4) years

Regular Meetings: one (1) per month

Term begins: July 1

Economic Development Corporation *** - 9 positions

Term: six (6) years

Regular Meetings: one (1) per month

Term begins: July 1

Construction Code Appeals Board *** - 5 positions

Term: five (5) years

Regular Meetings: as necessary

Term begins: July 1

Election Workers *

Term: indefinite at the pleasure of the City Clerk

Regular Meetings: None

Term begins: Not Applicable

NOTES:

- * Site visits and other preparatory work required periodically.
- ** Subcommittee work may be required.
- *** Site visits, preparatory work, and subcommittee work required.