

AGENDA # K.6
Scio Township Board of Trustees
Creation of Ad-hoc Appointments Committee for Board of Trustee Vacant Position

FOR MEETING DATE OF: January 11, 2022

PREPARED ON: January 6 2022

PREPARED BY: David Rowley

SUBMITTED BY: Administrator

ITEM TYPE: Possible Action

BACKGROUND:

Trustee Vogel has submitted a letter of resignation to the Board of Trustees with an effective date of _____. As the township does not have a standing appointments committee for the review of applications for vacant positions, the creation of an ad-hoc appointments committee is necessary to accomplish this review. The members of the ad-hoc committee should be the Township Supervisor, Clerk, Treasurer, and Administrator. The committee shall function along the following policy guidelines with the understanding that such procedures are guidelines and may be modified by the committee as needed in response to actual circumstances. The Administrator will provide discussion and/or information but is not a voting member of the committee.

Persons interested in applying for the vacant Trustee position will be asked to complete the standard Scio Township website online application for a township board, committee or commission. Applicants will be asked to attach a cover letter describing their interest and qualifications for the position. Such interested persons will also be asked to also attach a resume or other documents of education, employment, or volunteer activities in support of their application.

A tentative timeline is as follows:

Applications may be filed online from Wednesday January 12, 2022, to 11:59 pm Wednesday January 26, 2022.

Appointments Committee review would be from January 27, 2022, to February 2, 2022.

An Appointments Committee report would be prepared for the BOT meeting of February 8, 2022, which may include a potential interview of candidates.

The appointment of an applicant to fill the vacancy would be decided by the BOT at the meeting of February 22, 2022.

Based on the time of the acceptance of Trustee Vogel's resignation, the appointed Trustee would hold office until November 2022. If the appointed Trustee wished to serve beyond November 2022, then the appointed Trustee would have to file the appropriate documents to run in the August 2022 primary and then the November 2022 general election. Any resident wishing to run for the Trustee seat beginning in November 2022 will need to file the appropriate documents to run in the August 2022 primary and November 2022 general election.

FISCAL IMPACT: None

RECOMMENDATION: The Township Administrator recommends approval.

MODEL MOTION:

Moved by _____, Seconded by _____ to create an Ad-hoc Appointments Committee consisting of the Township Supervisor, Clerk, Treasurer, and Administrator to receive and review applications for a township board trustee position from interested township residents who file their application on line by 11:59 pm January 26, 2022 and to provide a report to the Board of Trustees at its meeting of February 8, 2022.