

**AGENDA # I.1**  
**Scio Township Board of Trustees**  
**Adoption of Policy to Standardize Process to Appoint Members to Township Committees**

**FOR MEETING DATE OF:** January 9, 2024  
**PREPARED ON:** November 21, 2023; updated  
November 28, 2023; updated January 4, 2024  
**PREPARED BY:** Jessica Flintoft  
**SUBMITTED BY:** Clerk

**ITEM TYPE:** Possible Action

**BACKGROUND:** Currently, the Board of Trustees has no written policy, nor does the Clerk have written protocol about how to process Board appointments to Township committees. Without such a standard process, appointments happen unevenly, advertisement of opportunities is uneven, applicants may not hear back about application, and the Board may not have sufficient information about applicants to make an informed nomination or appointment.

I suggest Scio Township adopt such a policy, proposed policy attached here. This is drawn from Washtenaw County and a handful of other local units' appointment policies that are typical of clerk's offices or local legislative bodies.

The Board of Trustees discussed this proposed policy on November 28th, and set a Special Meeting for January 9th 6pm for further discussion.

I've integrated the input I've received to date from Township Attorney, Manager, and Supervisor since November 28th.

If the Board is ready to action at its 7pm meeting, it may do so. Attached is the version presented for discussion at the 6pm meeting.

**RECOMMENDATION:** Clerk recommends approval.

**MODEL MOTION:** To adopt Policy to Standardize Process to Appoint Members to Township Committees [as presented/as amended].

**ATTACHMENTS:**

[Policy to Standardize Process to Appoint Members to Township Committees rev.pdf](#)  
[Committee Seat Requirements rev.pdf](#)