



27400 Southfield Rd
Lathrup Village, MI 48076
(248) 557 - 2600
www.lathrupvillage.org

To: City Council

From: Tom Kennedy – Community & Economic Development/DDA Project Coordinator

Date: August 26, 2025

RE: Redevelopment Ready Community Best Practice 4.1: Recruitment Process

In line with the cities' continued efforts to restore Redevelopment Ready Community Certification, the Community and Economic Development Department is asking the City Council to formally review and approve a Recruitment Process guideline for all of our boards and commissions. It should be noted that the city has operated with the standards that have been codified below; however, these were never in formal writing.

Once these guidelines are approved, two things will happen:

- First, a copy of the document will be sent to the Michigan Economic Development Corporation for their review and approval, completing Best Practice 4.1: Recruitment Process.
- Second, the document will be put on the city's website under the Documents section, as well as the Boards, Commissions & Study Groups tab to allow for residents and applicants to review the guidelines the city follows.

The draft for discussion is below this memorandum for further discussion and approval. We thank you for your time and continued consideration as we move closer to RRC Certification. We understand that we have been asking much from the City Council as of late with these documents for approval, but assure everyone that the value of the RRC Certification is indescribable for the community's benefit.

City of Lathrup Village

Policy for Appointments to Boards and Commissions

Adopted: [N/A]

Purpose

The purpose of this policy is to establish a clear, fair, and transparent process for appointing individuals to City boards and commissions. These advisory and decision-making bodies play a critical role in supporting City operations, ensuring community representation, and fostering civic engagement.

Scope

This policy applies to all standing boards and commissions established by City ordinance, resolution, or charter, whose members are appointed by the City Council.

Appointment Process

1. Vacancy Identification

When a position becomes vacant—due to term expiration, resignation, removal, or other reasons—the City Clerk or designee shall notify the City Council and initiate the recruitment process.

2. Public Notice and Solicitation of Applications

Vacant positions shall be advertised using the following communication channels:

- City website
- City social media platforms
- City newsletter (electronic or print)
- Additional outreach as deemed appropriate to reach underrepresented or interested community groups

3. Application Submission and Retention

Interested individuals must complete and submit a City-provided application form by the stated deadline. Applications may be retained for up to one year and considered for future vacancies unless withdrawn by the applicant.

4. Interview Process (if applicable)

At the Mayor's discretion, or for positions receiving multiple applicants, interviews may be conducted. Interviews may be held by the Mayor or a designated committee and shall follow a standardized set of questions for consistency and fairness.

5. Mayoral Recommendation

The Mayor shall review the applications and interview results (if applicable), and submit a recommendation for appointment at a regular City Council meeting.

6. City Council Confirmation

The City Council shall vote to confirm or deny the Mayor's recommendation. A majority vote is required for approval of the appointment.

7. Notification and Onboarding

Following appointment, the City Clerk shall notify the appointee in writing and provide:

- Orientation materials
- Meeting schedule
- Contact information for staff support
- Training requirements, if applicable

General Provisions

A. Eligibility

All appointees must meet any legal, residency, or professional requirements as set forth by ordinance, resolution, or state law.

B. Term Limits and Reappointment

Appointees shall serve terms as defined by the board or commission's enabling legislation. Reappointments are not automatic. Prior to reappointment, the Mayor and/or City Council may consider:

- Attendance history
- Level of participation
- Contribution to board work
- Compliance with ethical and conduct standards

C. Filling Unexpired Terms

In the event of a mid-term vacancy, a new appointee shall be selected following the same process and shall serve for the remainder of the unexpired term.

D. Diversity, Equity, and Inclusion

The City encourages broad representation across boards and commissions and actively seeks applicants from all backgrounds, ages, ethnicities, professions, and lived experiences to reflect the diversity of the community.

E. Training and Orientation

Newly appointed members shall attend an orientation session provided by City staff. The orientation may include:

- Roles and responsibilities
- Open Meetings Act requirements
- Ethics and conflict of interest guidance
- Procedures and expectations specific to their board or commission

F. Conflict of Interest and Ethics

Appointees must avoid conflicts of interest and comply with all relevant ethics policies and ordinances. Members must disclose any personal, professional, or financial interests that could conflict with their duties. Violations may result in removal from board/commission.

G. Removal from Office

Members may be removed from office in accordance with City ordinance, resolution, or by vote of the City Council for:

- Failure to meet attendance requirements
- Misconduct or unethical behavior
- Ineligibility due to residency or legal status
- Failure to comply with board/commission responsibilities

H. Application Records and Privacy

Applications for boards and commissions are public records and may be subject to disclosure under the Freedom of Information Act (FOIA), unless otherwise protected by law. The City will handle all applicant information with respect for privacy and confidentiality to the extent permitted by law.