

Overview of Appointment Process for City of Berkley Boards, Committees, and Commissions

This document provides a summary of the appointment process for each board/ committee/ commission in the City of Berkley.

Applying to a Board or Commission

Individuals interested in serving on a City board, commission or committee must complete the “Boards and Commissions Application,” indicating which board or commission they are applying for. This application can be obtained on the Boards and Commissions webpage. The application will be considered active for six months and will be considered by the Mayor and Council if an opening in the applicable board or commission becomes available.

Eligibility to apply and serve on a board or commission varies based on bylaws and authorizing legislation. Several boards and commissions require residency within the City of Berkley.

Appointment Process

When terms expire and/or upon notification of a board or commission resignation, openings for the position will be advertised by the City in the local newspaper, through the City website and via social media. The City Council liaison and staff liaison will gather new applications and contact all applicants on file to confirm whether they are still interested in serving on that board. After gathering and verifying applications, the City Clerk will forward them to the Mayor or City Council (depending on the appointment authority). For appointments made by the Mayor with the consent of the Council, the Mayor shall notify the Council of his or her desired appointees in writing at least three calendar days in advance of the City Council meeting at which he or she desires to make the appointments.

Terms of Service

Each board and commission has different terms of service based on their bylaws and authorizing legislation.

Reappointment

All members of commissions or boards whose terms are set to expire must complete a “Boards and Commissions Application” and resubmit to the City. The application will confirm the board or commission member’s interest to continue or discontinue service. Reappointments are not automatic.

Resignation

Any board member that intends to resign must submit a formal letter or email to their board or commission chair and the City staff member serving the board or commission. If the board or

commission member resigns before their term expires, a replacement member will be appointed via the process listed above to serve the remainder of the term.
