

BOARD AND COMMISSIONS APPOINTMENT POLICY

Purpose

Public participation in boards, committees, and commissions is essential to the effective functioning of County government. It ensures that the community is represented in key decisions on a variety of topics. The purpose of this document is to familiarize committee members with Cass County's policies and procedures related to service on County boards and committees.

Overview

Individuals appointed to various boards and commissions by the Cass County Boards and Commissioners serve as representatives of the county. When making appointments, the Appointments Committee (and Board of Commissioners) should consider:

- Which candidate(s) best represent the needs of the board or commission
- The skills and experience of applicants
- The candidate's ability to comply with the County's Boards and Commissions Attendance Policy
- The geographic representation of the existing board members (for example, if the majority of current members are residents of Cassopolis, is there a resident of another Cass County community interested?)
- Any statutory requirements outlined at the state or federal level
- Any requirements outlined in the board or commission's bylaws
- Whether the applicant complies with the County's Conflict of Interest Policy

Appointments

The appointment process is as follows:

1. Applicants may apply to Cass County Boards and Commissions through the Cass County website at casscountymi.org.
2. If no vacancy currently exists for the board or commission applied for, the application will be kept on file until a vacancy occurs.
3. If a vacancy exists, the application will be added to the next Appointments Committee agenda for consideration.
4. If the Appointments Committee approves the application, it will then be submitted to the Board of Commissioners' Committee of the Whole for review, and subsequently to the Board's regular meeting for final approval.
5. Applicants will be notified of their application status and are encouraged to attend the Appointments Committee meeting. Board chairs or members are also encouraged to attend.

If a board has specific membership requirements established by state statute, the Administration Office will verify compliance prior to the Appointments Committee meeting.

All board and commission appointments must be presented to and approved by the Board of Commissioners unless otherwise specified in a board's bylaws.

Removal of Members

Per the Board of Commissioners Bylaws and Rules of Procedure, the Board Chair "shall with the confirmation of a majority of the Board, appoint and may remove the members of all special committees of the Board."

Concerns with a board, commission or committee member should be communicated to Administration to be relayed to the Board of Commissioners for review.

APPROVED : December 4, 2025