



*Appointing Township  
Officials, Boards and  
Commissions*

---

Catherine Mullhaupt  
MTA Member Information Liaison  
**2005 MTA Annual Educational Conference**

---

# What is an appointment?

---

✠ “... to fill an office or a position: We appointed her the chief operating officer of the company.”

*American Heritage Dictionary*

✠ “To select for an office or position: designate, make, name, nominate, tap.”

*Roget's II: The New Thesaurus*



# When are appointments made?

---

- ✦ **For elective offices:** (township board, park commission, library board, constable\*)
  - ✦ To fill a vacancy created by death, resignation, recall or ineligibility
  - ✦ \* Vacancies in constable position are not required to be filled.



Lyndon Baines Johnson Library

# When are appointments made?

---

## ✦ For appointive offices:

(planning commission, zoning board of appeals, board of review, etc.)

- ✦ To fill the office at beginning of term
- ✦ To reappoint an official to new term
- ✦ To fill a vacancy created by death, resignation, removal or ineligibility

*Clerk and Treasurer each must appoint a deputy; Supervisor may. No set term--deputy serves at pleasure of official, and only during current term.*



# When are appointments made?

---

- ✦ Look to the statute to determine the proper length and nature of term.
- ✦ Use oath book to keep track of the beginning and end of each term.
- ✦ Check statute for requirements to fill vacancies within a certain time period.
- ✦ Check statute for correct number of members.

# Who makes the appointments?

---

✦ Look to the statute to determine who makes an appointment:

- \* The township board
- \* The supervisor
- \* The supervisor, with approval by the township board
- \* Individual official (deputies)
- \* Something other than the board (election commission)

# Who may be appointed?

---



- ✦ Look to the statute to determine the qualifications for and restrictions on eligibility for the office.

# Who may be appointed?

---

- ✦ Who **MUST** be a member?
- ✦ Who **CANNOT** be a member?
- ✦ Are there specific membership qualifications?
- ✦ Are there general qualifications?  
Will appointee be able to attend required meetings? (BOR and “snowbirds”)

# Who may be appointed?

---

- ✦ Do not make the requirements more difficult than the statute requires (don't add qualifications).
- ✦ For elective office, you simply need to be qualified to vote to be eligible to run for office.

# Planning Commission

---

## ✦ **125.324 Township planning commission**

Sec. 4. (1) The planning commission shall consist of not less than 5 nor more than 9 members, who shall be representative of major interests as they exist in the township, such as agriculture, recreation, education, public health, government, commerce, transportation and industry. All members shall be qualified electors and property owners of the township. One member of the township board shall be a member of the planning commission.

(2) All members of the planning commission shall be appointed by the township supervisor with the approval of the township board. Members may be removed by the township supervisor, after a hearing, with the approval of the township board.

(3) The term of each member shall be for 3 years, except that of the members first appointed, 1/3 shall serve for 1 year, 1/3 for 2 years and 1/3 for 3 years. A successor shall be appointed not more than 1 month after the term of the preceding commission member has expired. All vacancies for unexpired terms shall be filled for the remainder of such term. [*Excerpted*]

# How is an appointment made?

---



# How is an appointment made?

---

- ✦ All appointments (except deputies) must be made at a public meeting (regular or special) in open session.
- ✦ Always by voice vote. Never by secret/paper ballot.
- ✦ Appointment = Motion (nomination) + second + simple majority vote of members present and voting (unless statute says otherwise).

# Are you required to advertise, take applications, or hold interviews?

---

- ✦ No, but it may be in the best interest of the township to develop the widest pool of candidates for any appointment.
- ✦ If conducted, interviews must be done in open session at a public meeting.