



**VILLAGE OF LAWTON**  
**BOARD AND COMMITTEE APPLICATION**  
**125 S Main Street, Lawton MI 49065 269.624.6407**

Thank you for your interest in serving on a board or commission. The purpose of this form is to provide the Village President and Council with some information about residents considered for appointment. Your application will be kept active for six months and you will be contacted if you are chosen to serve.

**Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Are you a registered voter in the Village? **Yes** or **No** How long have you lived in the Village? \_\_\_\_\_

What Board/Committee are you interested in serving on: \_\_\_\_\_

Professional Qualifications and/or Work Experience: \_\_\_\_\_

Educational Background: \_\_\_\_\_

Experience or Other Relevant Information (Village Boards, Churches, Civic or Community Group Memberships, Associations, etc. Attach resume or additional page as necessary): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you foresee any potential conflicts of interest while executing the duties of this position (do you or a member of your immediate family have any direct financial or business relationships with any supplier, service provider or contractor with the Village of Lawton from which you or they derive direct compensation or financial benefit)? If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

Reason(s) you wish to serve: \_\_\_\_\_

\_\_\_\_\_

Have you reviewed the current meeting schedule of the board/committee and can commit to regular meeting attendance? \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**VILLAGE OF LAWTON BOARD AND COMMITTEE APPLICATION** From beautifying the community to regulating its development, board members and commissioners meet regularly to support the Village Council and Administration and give back to their community. The Village of Lawton has many opportunities waiting for you at various places within its civic structure. We encourage you to get involved in your local government by joining a board or commission

### **Applying to a Board or Commission**

Individuals interested in serving on a Village board or commission must complete the “Application for Volunteer Board and Committees”, indicating which board or commission they are applying for. This application can be obtained from the Village Clerk’s Office or on the Village Website and returned to the Clerk’s office upon completion. The application will be considered ‘active’ for six months and will be considered by the Village President and Council if an opening to 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 Village of Lawton while other positions require an active interest or professional involvement.

### **Appointment Process**

When terms expire and/or upon notification of a board member resignation, notices will be advertised by the Village Clerk through the Village newsletter, website, and/or social media. The Village Clerk will forward completed applications to the Village President and Village Council (depending on the appointing authority). For appointments made by the Village President with the consent of Council, the Village President shall notify Council if his or her desired appointment in advance of the Village Council meeting at which he or she desires to make the appointment.

### **Term of Service**

Each board and commission has different terms of service based on their bylaws and authorizing legislation. Typically boards and commissions will have from two- to four-year terms.

### **Reappointment**

All members of commissions or boards whose terms are set to expire must complete an “Application for Volunteer Board and Committees” and resubmit to the Village Clerk. 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 forward a letter to their board or commission chair, who will then forward the letter to the Village Clerk. The resignation letter will then be forwarded to the Village Council for their acceptance. If a 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.