

Resolution No. 2018-122

Resolution of the Village Board of the Village of Caledonia Revising the Procedure for Appointments and Reappointments to Committees, Commissions and Boards

The Village Board of the Village of Caledonia, Racine County, Wisconsin, resolves as follows:

WHEREAS, in 2011 the Village Board adopted Resolution No. 2011-20 entitled “Resolution of the Village Board of the Village of Caledonia Establishing an Ad Hoc Committee of the Board and an Application and Interview Procedure for Appointments and Reappointments to Committees, Commissions and Board.”

WHEREAS, it has become apparent to the Village Board that revisions to the process for how the review of possible appointees is conducted and how the process should address appointments to Committees, Commissions and Boards to fill mid-term vacancies.

NOW, THEREFORE BE IT RESOLVED, that the following shall be the procedure for review by the ad hoc committee established under Resolution No. 2011-20:

1. Continue the application process, reapplication and interview process for individuals appointed to committees, commissions and boards within the Village by the Village sending a notice with property tax bills each year of any appointed positions with terms due to expire in the spring of the following year, including information on the application/reapplication and interview process and where the forms can be located for those individuals who are interested;
2. The Village Clerk shall post all vacancies, and upcoming vacancies, on the Village website for at a minimum 14 days before review of applications.
3. For appointments and reappointments to a full new term, the application and interview process begins on January 1st of each year and be completed by March 1st of each year. The ad hoc committee shall review the applications and reapplications and conduct interviews of the applicants or re-applicants as it deems necessary. The current chairperson or president of any committee, commission and board that has vacancies, shall be asked to attend and participate in the ad hoc committee meeting addressing the review of possible appointees. The committee shall make a recommendation to the appointing authority. Such recommendation shall include an opinion on whether or not the individual should be appointed or reappointed to the committee, board or commission. Recommendations shall occur by March 1st. Decisions on appointments shall be made by the appointing authority by the second regularly scheduled Village Board meeting in March with appointments to take effect May 1st of each year unless the effective date is otherwise set by statute or ordinance. This process shall not apply to any committee whose membership comprises solely of Trustees.

4. For appointments to fill a mid-term vacancy on a Committee, Commission or Board, the review and interview process by the Ad Hoc Committee shall begin immediately after the 14 day posting period unless there is only one application for an appointment, then the application should be scheduled directly for Village Board review and action on the appointment.

Adopted by the Village Board of the Village of Caledonia, Racine County, Wisconsin, this 19th day of November, 2018.

VILLAGE OF CALEDONIA

By: James R. Dobbs
James R. Dobbs
Village President

Attest: Karie Torkilsen
Karie Torkilsen
Village Clerk

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