



City of Allegan

Volunteer Board and Commission Appointment Process

The purpose of this document is to establish an open and consistent process for application, considerations, and appointments to the boards and commissions of the City of Allegan.

Applying to a Board or Commission

Individuals interested in serving on a City of Allegan board or commission must complete the Board Application, indicating what board or commission they are applying for and why they are interested in and suited for that position. This application can be obtained at Allegan City Hall (231 Trowbridge Street, Allegan, MI) or online at cityofallegan.org.

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 Allegan, while other positions are specifically reserved for property owners within the City.

Appointment Process

When terms expire and/or upon notification of a board resignation, openings for the position will be advertised through the City website and/or via social media. The City Clerk will gather new applications and forward them to the Mayor. Board and commission members must be appointed by the Mayor and confirmed by City Council.

Term of Service

Each board and commission has different terms of service based on their bylaws. Terms of service vary from two (2) to six (6) years.

Reappointment

Commission or board members whose terms are set to expire may contact the City Clerk to express their desire for reappointment. The Mayor may then reappoint the member, subject to City Council confirmation. Reappointments are not automatic.

Resignation

Any board member that intends to resign must notify their board or commission chair in writing, who will then forward that communication to the City Clerk. If a board or commission member resigns before their term expires, a replacement member will be appointed via the process listed above.