



TOWN OF LA POINTE, MADELINE ISLAND

Application to Serve on a Board and/or Committee

Complete and return to the Town Hall, PO Box 270 or email to clerk@townoflapointewi.gov

1. Please select the board and/or committee that you wish to be considered for appointment to (you may select more than one)

- Zoning Board of Appeals\*
Madeline Island Public Library Board
Town Plan Commission\*
Affordable Housing Advisory Committee
Public Arts Committee

- Energy Committee
Board of Review Alternate\*
Community Awards Committee
Winter Transportation Committee
Election Officials\*

Other: \_\_\_\_\_

\*Members receive compensation for meeting attendance

\*\*\*\*\*

2. Personal Information

Name \_\_\_\_\_ Date \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone (Daytime) \_\_\_\_\_ Phone (Evening) \_\_\_\_\_ Email Address \_\_\_\_\_

Town Resident? \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Other \_\_\_\_\_

\*\*\*\*\*

3. Have you served on any other Town boards/committees in the past? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, what boards or committees?

4. What are your reasons for seeking an appointment to the board(s)/committee(s) you have selected above?

5. Why would you be an asset to the board(s)/committee(s) you have selected above?

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Name: \_\_\_\_\_

Committee/Board \_\_\_\_\_

## TOWN OF LA POINTE BOARD/COMMITTEE MEMBERSHIP POLICY AND PROCEDURES

A. *Scope.* The terms of the Policy shall apply to the appointment of all current and future boards, committees and commissions appointed or created by the Town Board, except where in conflict with applicable state statutes, bylaws, contracts, or as otherwise provided.

B. *Definitions.*

1. *Board:* A Board is a type of statutory body that must be formed and perform duties according to the guidelines set out in state law. These include:

- Town Plan Commission – WI Stats 60.62(4) and 62.23
- Madeline Sanitary District Board - Chapter 60, Subchapter IX
- Zoning Board of Appeals – WI Stats 60.65
- Madeline Island Public Library Board– WI Stats 43.54
- Board of Review Alternate – WI Stats 70.46
- Election Officials - WI Stats 7.30

2. *Members:* All appointees described herein who have voting authority.

3. *Quorum:* A majority of a board's members are present. A majority is over 50% of the members unless otherwise indicated in the bylaws.

4. *Bylaws:* Rules adopted governing its members and the regulation of its affairs.

5. *Commission:* A commission is a type of statutory body that must be formed and perform duties according to the guidelines set out in state law. These include:

C. *Eligibility.* Members must be eligible to vote in the Town of La Pointe, unless otherwise provided, and should not have any Town delinquent personal taxes, Town utilities or other Town assessments, and must not have any claim pending against the Town. Town staff will conduct a one-time check for delinquencies upon receipt of application. Present sitting members of any committee are excluded from this requirement. If a claim is placed by a current member of a board, commission, or committee, the member can be removed by a majority vote of the Town Board.

D. *Vacancies through term expiration or resignation.* A seated member of a Board, Committee or Commission will be sent a letter and email notifying them that their term of office is expiring. A self-addressed stamped postcard addressed to the Town of La Pointe will be enclosed with the letter, allowing the member to either:

1. Serve another term; or
2. Elect not to serve another term.

A sign-up sheet for the position describing who is being resigned will be posted at the Post office, at the Brummer Company posting board, at the Town Hall posting board, and the Town Hall desk in the Town Hall meeting room for interested parties to sign up.

The member who wishes to serve again should return the postcard or respond to the email. If a postcard is received at the Town Hall indicating that the member wishes to serve again, the Town Clerk or Clerical Assistant will so note the name on the sign-up sheet on the Town Hall desk.

E. *Appointment process.* The Town Board will consider the following to decide to appoint a member includes these criteria:

1. The board, commission or committee's recommendation to the Town Board.
2. Seated members who wish to serve again.
3. New individuals interested in the open position.

A new individual who has signed up for an open seat must complete an application, certify that they have read the policy that pertains to attendance, and acknowledge they understand the duties and responsibilities of the position.

The Town Clerk shall be responsible for the applications' completeness. The Town Board will jointly select the most qualified individuals for the available positions. These will be kept on file in case of vacancies (See F).

F. *Vacancies.* Vacancies occurring shall be filled for the unexpired term by appointment of the Town Board from completed applications. If no completed applications are available, the Town Clerk will solicit applications from eligible citizens. All applications will be provided to Town Board members for their review. If an applicant has an application on file and applies for another vacancy, the applicant must review and update their on-file application

G. *No financial liability.* No member thereof, shall incur any financial liability in the name of the Town without proper authorization.

H. *Attendance.*

1. Active participation by all appointed members is necessary for proper functioning of boards, committees and commissions. Once notice of a meeting has been supplied to a member, it shall be the responsibility of that member to either attend or, prior to the time of the meeting, notify the Town of his/her inability to attend. Attendance may be by telephone or computer if approved in advance by the committee.
2. Failure to attend three consecutive meetings without excused absences or 75% of meetings in one year, may be considered as a voluntary resignation. The Board, Committee, or Commission Chair decides if the absence is excused or not.
3. If an appointee fails to attend as required herein and thus voluntarily resigns, or for other reasons resigns, the Town Board shall appoint a person to the unexpired term.

I. *Town Staff Support for Committees.*

1. The Clerical Assistant provides administrative support to the Chairs of the Winter Transportation Committee, the Energy Committee, the Community Awards Committee, the Public Arts Committee and the Harbor Committee to set meeting dates and notify members of meeting dates, ensures information for each meeting is provided to the members in advance and that meetings are recorded. The Clerical Assistant transcribes the minutes and distributes them in a timely manner.
2. The Zoning Administrator provides administrative support to the Town Plan Commission and the Zoning Board of Appeals to set meeting dates and notify members of meeting dates, ensures information for each meeting is provided to the members in advance and that meetings are recorded. The Zoning Administrator transcribes the minutes and distributes them in a timely manner.
3. The Library Director provides administrative support to the Library Board to set meeting dates and notify members of meeting dates, ensures information for each meeting is provided to the members in advance and that meetings are recorded. The Library Board Secretary transcribes the minutes and distributes them in a timely manner.
4. The Town Clerk provides administrative support to the Board of Review and the Election Board to set meeting dates and notify members of meeting dates, ensures information for each meeting is provided to the members in advance.
5. The Town Administrator serves as the administrative representative to the following committees: Winter Transportation, Energy Committee, and Harbor Committee.

J. *Removal of members.* The Town Board, by majority vote, shall have the authority to remove any member from their seat whenever, in its discretion, the best interests of the Town shall be served thereby, except as provided in state statutes.

I certify by my signature that I have read the applicable Board, Committee or Commission bylaws and this policy and understand the duties of the position.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date