



TOWN OF LA POINTE, MADELINE ISLAND

Application to Serve on a Board and/or Committee

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

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

- Affordable Housing Advisory Committee
Comprehensive Plan Steering Committee
Energy Committee
Public Arts Committee
Winter Transportation Committee
Other:
Board of Review (alternate)\*
Election Board \*
Madeline Island Public Library Board
Town Plan Commission\*
Zoning Board of Appeals \*

\*Members receive compensation for meeting attendance
\*\* Members receive monthly compensation

\*\*\*\*\*

2. Personal Information

Name Date

Mailing Address

Phone numbers 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?

I am aware of the required time commitment for the board(s)/committee(s) I have selected above.

Print Name Signature Date

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

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

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

A. *Scope.* The terms of this Policy shall apply to all current and future boards, commissions, and committees 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 guidelines set out in state law. These include:

- |  |                             |
|--|-----------------------------|
| • Town Plan Commission                 | WI Stats 60.62(4) and 62.23 |
| • 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 Board                       | WI Stats 7.30               |

2. *Members:* All appointees who have voting authority. Members are appointed by the Town Board for a specified period of time.

3. *Quorum:* Unless otherwise indicated in bylaws or other documents, a quorum means a majority of a body's appointed members are present. A majority is 50% of the members plus one. A body can meet but cannot make binding decisions or official recommendations without a quorum.

4. *Bylaws:* Rules, adopted by members and approved by the Town Board, that regulate the body's affairs.

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

6. *Committee:* A body appointed by the Town Board to perform a specific task or address a specific range of issues.

C. *Eligibility.* Unless otherwise provided, members must have residence in the Town of La Pointe and shall not be delinquent in any Town personal taxes, Town utilities, or other Town assessments, and must not have any claim pending against the Town. Upon receiving an application, Town staff will conduct a one-time check for delinquencies. Present sitting members are excluded from this requirement during their current term.

If any community member makes a successful eligibility claim against a member, the ineligible member can be removed by a majority vote of the Town Board.

D. *Term expiration.* The Clerical Assistant shall track when terms expire for members of boards, commissions, and committees, and post notice of upcoming vacancies a minimum of 30 days in advance. A

sign-up sheet to fill vacancies shall be posted at the Post Office, the Library posting board, the Town Hall posting board, and in Town Hall for interested parties. Notice shall also be posted on the Town website.

Seated members of a board, committee or commission will be sent an email or a mailed letter (with a stamped postcard addressed to the Town of La Pointe) notifying them that their term is expiring. The member should return the postcard or respond to the email indicating that they intend either to:

1. Apply for another term; or
2. Elect not to serve another term.

If a response is received at Town Hall indicating that the member wishes to serve again, the Town Clerk will so note the name on the sign-up sheet at Town Hall.

E. *Appointment process.* New individuals who sign up for an open seat must complete an application, certify that they have read the policy that pertains to attendance (Section H), and acknowledge that they understand the duties and responsibilities of the position. The Town Clerk shall be responsible for the application's completeness.

The Town Board will jointly select the most qualified individuals for the available positions; the Board may take into account the body's recommendations for membership; seated members who wish to serve again; and the skills and experience of new applicants interested in a position. Applications will be kept on file in case of vacancies that arise through resignation or ineligibility (See F).

F. *Vacancies.* If an appointee fails to attend meetings as required and thus voluntarily resigns, or for other reasons resigns, the Town Board shall appoint a person to the unexpired term. The Town Clerk will solicit new applications from eligible residents, and verify with previous applicants if they are still interested in the position. All new and existing applications will be provided to Town Board members for their review. Residents who have an application on file may review and update their application before it is presented to the Town Board.

G. *No financial liability.* No member 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, commissions, and committees. Once notice of a meeting has been supplied to members, it shall be the responsibility of members either to attend or, prior to the time of the meeting, notify the Town of their 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, will be considered as a voluntary resignation. The chair of the board, committee, or commission decides if an absence is excused or not.

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, and the Public Arts Committee to set meeting dates and establish an agenda, ensure information

for each meeting is provided to members in advance, and ensure 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 establish an agenda, ensure information for each meeting is provided to members in advance, and ensure 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 to set meeting dates and establish an agenda, ensure information for each meeting is provided to members in advance, and ensure that meetings are recorded. The Clerical Assistant transcribes the minutes and distributes them in a timely manner.
4. The Town Clerk provides administrative support to the Board of Review and Election Board to set meeting dates and establish an agenda, ensure information for each meeting is provided to members in advance, and ensure that meetings are recorded.
5. The Town Administrator serves as a Board representative to the following committees: Winter Transportation, Energy, Public Arts, Affordable Housing Advisory, and Comprehensive Plan Steering.

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

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

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Date

History: Approved November 9, 2004, reaffirmed March 8, 2008, amended April 12, 2008, amended January 26, 2016, amended September 11, 2018, amended October 23, 2018, amended Sept. 28, 2021