

Middletown Township Citizens Committees Appointment Policy

Purpose:

This policy outlines the procedure for appointing residents to the citizen committees of Middletown Township. This policy establishes a clear and consistent process for advertising, reviewing, and selecting candidates for expiring and vacant seats on township committees.

Scope:

This policy applies to all Middletown Township citizens interested in serving on a citizens' committee and those currently serving on committees who have expiring terms.

Policy:

Explaining the Role of Each Committee to the Public

A description of the committee along with a short description of each committee members' responsibilities will be added to the Middletown Township webpages corresponding to each committee.

Advertising Open Committee Seats

- Each September, the Township staff will begin to advertise any committee seats with expiring terms and/or open vacancies that need to be filled in the upcoming year.
- The advertisements will appear on Middletown Township's official social media profiles a minimum of three posts during the months of September and October.
- The advertisements will also be included in the Township's weekly email newsletter three times during the months of September and October.
- The advertisements will include a brief description of the committee, a link to learn more on the Township's website, instructions on how interested residents may apply for committee seats, and the deadline for submitting materials, with the deadline being **October 31**.

Application Process for Expiring Term Holders

- Any current volunteer committee member whose term is expiring and who wishes to continue serving must submit a resume and a letter of interest by the advertised deadline via email to the Township staff (**October 31**).
- The letter of interest should explain their desire to remain in their role and their qualifications for the role and/or accomplishments during their term.
- Optionally, the letter of interest may include personal and professional references.

Application Process for New Applicants

- Residents interested in applying for an open or expiring committee seat must submit a resume and a letter of interest by the advertised deadline of **October 31**.
- The letter of interest should highlight the applicant's interest in the committee, relevant experience, and contributions they believe they can make.
- The responsibilities, roles and expectations as described in the Township's Administrative Code shall be the guidance when considering applicants for a Board or Committee.
- Optionally, the letter of interest may include personal and professional references.

Review of Applications

- A three-member committee from the elected Township Council will be appointed to review all applications, along with the Township Manager. This three-person committee will be formed in October.
- The committee will conduct a review process of applications in the month of November of each year.
- The committee will evaluate each candidate based on their qualifications, experience, and the needs of the committee.

Interview Process

- The Township Council committee will conduct brief interviews with selected candidates in November. If references are provided, the committee or staff may also check references in November.
- The interviews will be scheduled to ensure all candidates have a reasonable opportunity to present their qualifications, either in-person or via video call.

Recommendation and Selection

- By the end of November, the three-person Township Council committee will make its recommendations of suggested appointments to the full council.
- The recommendation will be based on each candidate's qualifications and the needs of the Township.

Notification and Official Appointment

- Candidates will be notified of the Committee's decision in December.
- Official appointments will be made during the Township's Reorganization Meeting, which occurs during the first week of January each year. The appointments will be presented to the full Township Council for a formal vote.

Effective Date

This policy will take effect immediately upon approval by the Middletown Township Council. Approved by Council at the 10/1/2025 council meeting. Amended by Council on 11/5/2025.

Review and Amendments

This policy is subject to periodic review and may be amended by the Township Council in its discretion.