



Policy No. 30		Page 1 of 4
Village Committee and Commission Appointments		
Authority:	Shorewood Village Board	

The Village Board is adopting Policy No.30 for the purpose of establishing guidelines for Village Committee and Commission appointments.

The Shorewood Village Code provides some direction for committee and commission appointments. This policy includes further guidance on the Village's appointments. Overall there are four different ways an appointment can be made for the various Village boards, committees and commissions which include:

- Appointment made by the Village President without confirmation by the Village Board.
- Appointment made by the Village President subject to confirmation by the Village Board.
- Appointment made by the Village President involving other Village Board members subject to confirmation from the Village Board.
- Appointment made by the Village President using a referral process through the Judiciary, Personnel and Licensing Committee subject to confirmation from the Village Board.

Appointment made by the Village President without confirmation by the Village Board.

There are certain State Statutes and/or clauses adopted in the Shorewood Village Code that authorizes the Village President to make official appointments without confirmation by the Village Board. The Village President will announce the appointment at the next Board meeting following the appointment made, and the appointment shall be noted in the meeting minutes. The Village President may have the option to seek Village Board approval if deemed necessary or seeking additional input from the Village Board. The following appointments are decisions the Village President can determine without confirmation by the Village Board:

- Police Commission – specifically the five Village resident representatives pursuant to Village Code § 16-6.
- Board of Health – specifically the one Village of Shorewood representative pursuant to Village Code § 44-8.
- Village Board Standing Committees – specifically the chairperson and the other two Trustees for each standing committee pursuant to Village Code § 155-9.

- Board of Appeals – specifically only the chairperson of the Board of Appeals pursuant to Village Code § 535-53.

Appointment made by the Village President subject to confirmation by the Village Board.

The “Operating Plan” attached to Resolution 99-15 authorizes the Village President to make official appointments to the Business Improvement District (BID) Board subject to confirmation by the Village Board, specifically twelve BID board members of which at least nine members must be owners or occupants of property within the business improvement district. Any non-owner or non-occupant appointed shall be a resident of the Village or represent an entity identified with Shorewood. The BID board may also submit their recommendations to the Village President for the seats of expiring BID board members.

Appointment made by the Village President involving other Village Board members subject to confirmation from the Village Board.

The Village contains committees and commissions where the Village President appoints Village Board members to the committees. These specific appointments also require Village Board confirmation based on Village Code and/or Wisconsin State Statute. The Village Board must confirm the recommended appointments from the Village President through an official Village Board action during an open, public meeting. The following appointments are recommendations the Village President can make subject to confirmation by the Village Board:

- Plan Commission – the Village President needs to appoint one Village Trustee to the Commission pursuant to Village Code § 16-2.
- Community Development Authority – the Village President needs to appoint two Village Board members to the Community Development Authority pursuant to Resolution 93-14 and Wisconsin State Statute § 66.1335.

Appointment made by the Village President using a referral process through the Judiciary, Personnel and Licensing Committee subject to confirmation from the Village Board.

The Village contains several committees and commissions where the Village President recommends an appointment for a specific committee or commission subject to confirmation from the Village Board. However, in these circumstances, the Village President directs a Village Board standing committee (Judiciary, Personnel and Licensing Committee) to review committee and commission volunteer applications prior to making a recommendation. The Judiciary, Personnel and Licensing (JPL) Committee is asked by the Village President to screen applicants in interviews to determine the appropriate recommendations to make for these appointments. The JPL Committee has the discretion of selecting which candidates are screened by the committee prior to Village Board confirmation. Although, the JPL Committee can ask the committee staff liaison and the committee chairperson to submit recommended characteristics

*Adopted September 21, 2015

*Revised April 17, 2017

and expertise needed for their committee prior to recruitment and screening candidates. The Village Board must confirm the recommended appointment from the JPL Committee through an official Village Board action during an open, public meeting. The following appointments are Village President recommendations through a referral process by the JPL Committee along with the required confirmation by the Village Board:

- Plan Commission – the membership of said Commission shall include the Village President as Chairman, a Village Trustee, and seven citizen members who shall be residents of the Village pursuant to Village Code § 16-2.
- Parks Commission – specifically seven Village resident representatives pursuant to Village Code § 16-8.
- Recreation and Community Services Advisory Committee – specifically four Village resident representatives pursuant to Village Code § 16-12.
- Conservation Committee – specifically thirteen Village resident representatives pursuant to Village Code § 16-14.
- Pedestrian and Bicycle Safety Committee – specifically seven resident or business owner representatives pursuant to Village Code § 16-18.
- Public Arts Committee – specifically seven members including at least one Village Board member and one Community Development Authority member whose skills and interests should include art related education and/or experience pursuant to Village Code § 16-22.
- Community Relations Council – specifically nine resident representatives residing in the Village for at least two years prior to appointment pursuant to Village Code § 26-2.
- Civil Service Commission – specifically five Village resident representatives pursuant to Village Code § 125-2.
- Library Board – specifically seven Village resident representatives pursuant to Village Code § 350-3.
- Board of Appeals – specifically five members (except for the chairperson) pursuant to Village Code § 535-53.
- Community Development Authority – the Village President shall, with the confirmation of the Village Board, appoint seven qualified resident persons to serve as commissioners of the Authority. Whenever the Village President shall serve as a commissioner of the Authority, he or she shall act as its Chairperson; otherwise the Chairperson of the Authority shall be elected from among the commissioners of the Authority by majority vote of the commissioners pursuant to Resolution 93-14 and Wisconsin State Statute § 66.1335.
- Board of Review – specifically five Village resident representatives and four alternate members pursuant to Village Code § 68-15.

*Adopted September 21, 2015

*Revised April 17, 2017

- Design Review Board – specifically nine members which include two architects, two additional architects or other design professionals, one real estate broker and four additional members whom shall be residents of the Village, along with three former members of the Design Review Board serving as alternate members pursuant to Village Code § 225-12.
- Elder Services Advisory Board – specifically seven members which serve three year terms.

