



## **BACKGROUND**

While not required by statute or charter for non-elected officers, it is recommended that all newly appointed officers take an OATH OF OFFICE. Taking the oath tends to lend credibility to the position to which a person has just been appointed or assigned. It also provides an opportunity to create a “paper trail” for the date of appointment and, therefore, to the expiration date of that person’s appointment so the council knows when to make future appointments.

## **PROCESS**

A welcome letter will be sent by the Clerk’s office (within one week) of appointment to office and an introduction by the Commission Chair. The letter will contain details about the term (of office) and how / where to receive the oath of office.

At the time of / after taking the oath of office, all new members will be given:

- Copies of (as applicable): Master Plan, Five Year Parks & Recreation Plan, GPP ETHICS ordinance, The OMA Handbook.
- Meeting schedules, membership roster with contact info (and staff contacts as applicable), and bylaws of the commission.

## **EXPECTATIONS**

Appointment to commissions, boards, and other citizen committees is often helpful in resolving the complex issues facing municipalities such as Grosse Pointe Park and is an important means of encouraging citizen participation. The purpose of these groups is to sift and analyze data and then make recommendations unless they have authority to vote under the City Charter or State Law. The board members should know exactly what they are responsible for, what their authority is, and what they are supposed to accomplish. Both board members/commissioners should keep in mind that citizen boards are advisory in nature, and that the ultimate decision making authority rests with the council.

In order to engage in a highly functioning role The Chair of the Commission or Board will meet with the incoming member to discuss expectations prior to their first meeting seated at the Commission/Board.

## **OATH OF OFFICE:**

I, \_\_\_\_\_ solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Michigan, and that I will discharge the duties of the office of a member of [commission name] in and for the city of Grosse Pointe Park to the best of my ability.