

**The Elsie Village Council is now accepting applications for 1 (one) council trustee position to fulfill the elected term ending November, 2018.**

**Applicants must be a village resident, a registered voter, and cannot be in default to the village.**

**Deadline for applications is July 6th, by 4 p.m. Applications/Letters of Interest are to sent to**

**Village Of Elsie**

**Shane Grinnell Manager**

**PO Box 408**

**125 W Main St. Elsie Mi 48831**

**For a complete job description go to [www.elsie.org](http://www.elsie.org)**

Job Description:

Councilmembers at council meetings shall: (1) Appear attentive, sound knowledgeable, be relatively straightforward and meticulously honest.

(2) Have some acquaintance with a systematic and efficient way of handling business that is brought before the council. This would include the development of an agenda which would outline for him and for the general public the order in which items of business will be considered. This agenda, prepared by the city administrator or the mayor of the council, or by any combination of these persons should be concise, readily understandable and provide opportunity for the general public to address the council as well as make it possible for the councilmembers themselves to bring up items of business that they would like to see discussed.

(3) Make sure that they have brought with them to the meeting all appropriate documents, notes and memoranda. The material should be arranged in the same order as the agenda so that pertinent data can be consulted immediately.

(4) Be equipped with a reasonable knowledge of parliamentary procedure to keep the meeting moving along smoothly and efficiently, with a clear indication as to the exact disposition of each item. However, too much attention on procedure can cause the meetings to bog down in complicated rules.

(5) Make every attempt to eliminate personal remarks that are intended to ridicule another person or to "put him down." Regardless of the actual relationships between one councilmember and another, the general atmosphere of any council meeting should be relaxed, friendly, efficient and dignified. Sarcasm, innuendos, name calling are approaches to be avoided in interacting both with the other councilmembers and staff and with the general public. This does not mean to suggest that falsehoods, misinterpretations, distortions and challenges to one's integrity or honesty should be left unanswered. They should be answered, and sometimes vigorously, but these rejoinders should address themselves to the facts rather than the qualities, or lack of them, of the person being addressed. (Ord. No. 126, § 6.1, 2-25-85)