

## CLERK VACANCY REPLACEMENT PROPOSED TIMELINE

**MAY 7, 2019:** Clerk submit formal notice of retirement/resignation to Township Board

≈ **MAY 8, 2019:** Notify Selection Committee to determine availability and establish dates to review applications:

- Township Trustee
- Royal Oak Clerk
- Chair: Planning Commission
- Chair: Zoning Board of Appeals
- Chair: Safety Path Advisory Committee
- Chair: Senior Community Center Advisory Committee

**MAY 8<sup>th</sup>, 2019:** *Township Times*: Publish letter from clerk to public

**MAY 8<sup>th</sup> - 15<sup>th</sup> – 22<sup>nd</sup>, 2019:** Publish (*Clarkston News*) and Post (Twp Website):  
Notice - Township Board Vacancy-Clerk

**MAY 29, 2019; Application Deadline:** 4:00 p.m.

≈ **JUNE TBD, 2019:** Convene Selection Committee for recommendations.

≈ **JUNE TBD, 2019:** Notify candidates selected for Township Board Interview

**JUNE TBD, 2019 (Special Meeting if needed):** Township Board interviews and possible selection

**JULY 1, 2019:** Appointed Township Clerk start date.

**JULY 1-28 2019:** Training dates

**JULY 28, 2019:** Clerk's last day!