

ADMINISTRATIVE PROCEDURES

Title: Appointments to Advisory Boards

Dept: Board of Commissioners

Effective Date:

Reviewed:

Revised:

- Objective:** To establish procedures for Appointments to Advisory Boards
- Policy Statement:** To establish policy and procedure whereby the Board of Commissioners will make appointments to Lake County public advisory boards, committees, commissions and councils (hereinafter referred to as “advisory boards”).
- Authority:** The Lake County Board of Commissioners may establish rules and regulations in reference to managing the interest and business of the county ORS 203.010, 203.035 and 203.111.
- Applicability:** All county advisory boards, department heads and county staff responsible for support to the advisory boards.
- General Policy:** This policy establishes the parameters for board appointments to state-mandated and/or county-developed advisory boards.

PROCEDURES:

1. Board Rosters and Applications:
 - a. The Lake County Committee Coordinator will maintain a centralized roster of Board members and term expiration dates. Each department head will maintain a current list of members of Boards within his or her department.
 - b. Volunteer application forms shall be available in the Business Services Department, Board of Commissioners Office and the Lake County website.
2. Vacancy:
 - a. Department heads will inform the Lake County Committee Coordinator of any vacancy that has occurred or is expected to occur in any of the Boards related to that department. Department heads will inform the Lake County Committee Coordinator of an expected vacancy not less than one month before the expected vacancy to allow time for posting and recruitment. In situations where a vacancy occurs unexpectedly, department heads will inform the Lake County Committee Coordinator immediately.
 - b. When a vacancy occurs on a Board, the Lake County Committee Coordinator will provide an information notice on the vacancy to the media and post the vacancy

notice on the county's website. Interested groups may also be advised of the vacancy.

- c. Department heads, or their designees, may contact a Board member whose term is due to expire to determine whether he or she is willing to accept reappointment to the position.

3. Review of Applications:

- a. Department heads, and/or designees and Board members, will conduct a review of applications received for vacant Board positions. Boards shall establish a process for making recommendations of appointees to fill vacancies.
- b. Recommendations for appointment will be submitted to the Committee Coordinator for preparation for Board review and approval.

4. Appointment by Order of the Board of Commissioners:

- a. All appointments to Boards will be made by Board of Commissioners order.
- b. Each application and a full roster of members of the Board to which a member is being appointed or re-appointed will accompany the Board of Commissioners order. This list will include the member's city of residence and/or work address and information on represented positions.
- c. Appointees will be invited to attend the Board of Commissioners session where their appointment is considered for approval.

5. Follow-up on Appointments:

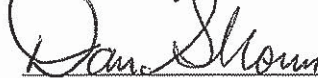
- a. Following the session in which an appointment is made, the Board of Commissioners shall send a letter to the individual informing him/her of the appointment and the date upon which the term of appointment will expire. A copy of the order of appointment, the bylaws of the specific board to which the appointment is made and "A Quick Reference Guide to Oregon's Public Meeting Law" will be enclosed with the letter.
- b. A press release may be prepared by the Board of Commissioners and distributed to the media announcing the appointment.
- c. A copy of the appointment order shall be sent to the appropriate department head and the Committee Coordinator.
- d. A copy of the appointment letter and order will be retained by the department head, the Board of Commissioners and the Lake County Clerk.

6. Participation: It is anticipated that those individuals who are appointed to Boards will actively participate in the affairs of that body. The Board of Commissioners expects each Board to establish participation requirements in its bylaws that support the purpose of the group.
7. Release from Service:
 - a. All Board members serve at the pleasure of the Board of Commissioners. The Board of Commissioners may remove a board member on its own motion or upon recommendation of the Board when it determines it is in the best interests of the Advisory Board or the County to do so.
 - b. Should it become evident to the Chair, Vice Chair or staff of any Board that a member of the Board has not attended meetings as necessary or failed to perform such other reasonable functions as required by the bylaws or requested by the Chair/Vice Chair or staff, this fact shall be brought to the attention of the Board of Commissioners along with a recommendation from the Advisory Board as to whether the member's term of appointment should be terminated.
8. Expiration of Term – Reappointment: Advisory board members whose terms are due to expire may request or be asked to accept reappointment to the position.
9. Resignation:
 - a. A member of an advisory board shall submit his or her resignation in writing to the chair of the advisory board on which he or she serves.
 - b. The chair will forward a copy of the resignation to the director of the department and to the Board of Commissioners.
 - c. The Board of Commissioners shall recognize the individual's service via a letter or certificate.
10. Orientation and Training:
 - a. Appointees shall receive an orientation and training from the department head or designee providing staff support to the Board. Orientation and training will include other pertinent policies and procedures concerning the service they may render, copies of the Board bylaws and state law relating to ethics, public meetings and public records.
 - b. The Board of Commissioners office will conduct an annual training for Board members and staff to include information on county policies and procedures, state laws regarding meetings, ethics, public records and other information relevant to the appropriate and effective conduct of Advisory Board meetings and business.

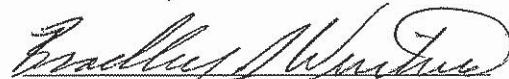
11. Qualifications for Applicants: For purposes of consistency, all appointments to advisory boards will be made by board order. In order to qualify for an appointment to a Lake County advisory board, a person must:
 - a. Meet qualifications of the specific advisory board.
 - b. Reside or work in Lake County.
 - c. Be eighteen (18) years of age or older unless applying under a Leadership Youth position.
 - d. Meet all statutory requirements for the appointed position.
12. Exceptions: The board may waive requirements, with the exception of statutory requirements.
13. Periodic Review: Periodic review of this policy will be conducted every three years by the Board of Commissioners office.
14. Compliance with Statutes and Ordinances: Nothing contained in this statement or policy and procedures shall be construed to be in conflict with any state law or Lake County ordinance. Should there be an appearance of conflict, the appropriate state law or county ordinance shall prevail.

Dated the 6th day of April, 2011

Lake County Board of Commissioners



Dan Shoun, Chairman



Bradley J. Winters, Commissioner



Ken Kestner, Commissioner