



ADMINISTRATIVE PROCEDURES

TITLE: Appointments to Advisory Boards		PROCEDURE #: 203-A	
DEPT: Board of Commissioners' Office		DIVISION:	
EFFECTIVE DATE: 11/06	REVIEWED:	REVISED: 7/12	

OBJECTIVE: To establish procedures for appointments to advisory boards.

REFERENCE: Policy # 203

POLICY STATEMENT: To establish policy whereby the Board of Commissioners will make appointments to Marion County public advisory boards, committees, commissions and councils (hereinafter referred to as “advisory boards”).

APPLICABILITY: All county advisory boards, all department heads and county staff responsible for support to advisory boards.

PROCEDURES:

1. Advisory Board Rosters and Applications:
 - 1.1. The Marion County Volunteer Services Coordinator will maintain a centralized roster of advisory board members, initial appointment dates, and term expiration dates. Each department head will maintain a current list of members of advisory boards and term expiration dates related to advisory boards within his or her department.
 - 1.2. Volunteer application forms shall be available in the Business Services Department, Board of Commissioners' Office and on the Marion County website – Volunteer Opportunities page.

2. Vacancy:
 - 2.1. Department heads will inform the Marion County Volunteer Services 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 Marion County Volunteer Services 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 Marion County Volunteer Services Coordinator immediately.
 - 2.2. When a vacancy occurs on an advisory board, the Marion County Volunteer Services 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.

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3. Expiration of Term:
 - 3.1. The chair of an advisory board, department heads, or their designees, may contact an advisory board member whose term is due to expire to determine whether he or she is willing to accept reappointment to the position.
 - 3.2. If a member is interested in reappointment, the department head, or their designee, shall contact the Volunteer Services Coordinator to initiate the process in section 6. Appointment/Reappointment by Order of the Board.
 - 3.3. If a member is not interested in reappointment, the department head, or their designee, shall follow the process in section 2. Vacancy.
4. Resignation:
 - 4.1. 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.
 - 4.2. The chair will forward a copy of the resignation to the director of the department.
 - 4.3. The director of the department, or designee, will forward a copy of the resignation to the Board of Commissioners and the Volunteer Services Coordinator for the county.
5. Review of Applications:
 - 5.1. Department heads, and/or designees, and advisory board members, will conduct a review of applications received for vacant advisory board positions, as per their bylaws. Advisory boards shall follow the process outlined in their bylaws for making appointment recommendations to the Board of Commissioners.
 - 5.2. Recommendations for appointment will be submitted to the Volunteer Services Coordinator for preparation for board review and approval.
6. Appointment/Reappointment by Order of the Board:
 - 6.1. All appointments and reappointments to advisory boards will be made by board order.
 - 6.2. Each application and a full roster of members of the advisory board to which a member is being appointed or re-appointed will accompany the board order. This list will include the members' city or area of residence and/or work addresses and information on represented positions.
 - 6.3. When a new appointment is made to fill a vacancy for an unexpired term, the new appointment will be for the remainder of the unexpired term.

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- 6.4. Appointees will be invited to attend the board session where their appointment is considered for approval by the board.
7. Follow-up on Appointments:
 - 7.1. Following the board session at which an appointment is made, the Board of Commissioners shall send a letter to the individual informing him or her of the appointment and the date upon which the term of appointment will expire. A copy of the order of appointment, the Marion County Volunteer Manual, and “A Quick Reference Guide to Oregon’s Public Meeting Law” will be enclosed with the letter.
 - 7.2. A press release may be prepared by the Board of Commissioners’ staff and distributed to the media announcing the appointment.
 - 7.3. A copy of the appointment order shall be sent to the appropriate department head, or designee, and the Marion County Volunteer Services Coordinator.
 - 7.4. A copy of the appointment letter and order will be retained by the Board of Commissioners’ Office.
8. Follow-up on Reappointments
 - 8.1. Following the board session at which an appointment is made, the Board of Commissioners shall send a letter to the individual informing him or her of the reappointment and the date upon which the new term of appointment will expire.
 - 8.2. A copy of the appointment order shall be sent to the appropriate department head, or designee, and the Marion County Volunteer Services Coordinator.
 - 8.3. A copy of the appointment letter and order will be retained by the Board of Commissioners’ Office.
9. Participation: It is anticipated that those individuals who are appointed to advisory boards will actively participate in the affairs of that body. The Board of Commissioners expects each advisory board to establish participation requirements in its bylaws that support the purpose of that group.
10. Release from Service:
 - 10.1. All advisory 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 advisory board when it determines it is in the best interests of the advisory board or the county to do so.
 - 10.2. Should it become evident to the chair, vice chair, or staff of any advisory board that a member of the committee 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

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staff, this fact shall be brought to the attention of the Board of Commissioners. The advisory board shall also include a recommendation as to whether the member's term of appointment should be terminated.

11. Orientation and Training:

- 11.1. Appointees shall receive an orientation and training from the department head, or designee, providing staff support to the advisory board. Orientation and training will include other pertinent policies and procedures concerning the service they may render, copies of the advisory board bylaws, and state laws relating to; ethics, public meetings, and public records.
- 11.2. Regularly scheduled trainings for advisory board members and staff will be conducted. These trainings will 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.

ATTACHMENTS: None