



ADMINISTRATIVE POLICIES

SECTION:	General Administration	POLICY #:	203
TITLE:	Appointments to Advisory Boards, Committees, Commissions, and Councils	PROCEDURE #	203-A
		ORDER #:	18-096
DEPT:	Board of Commissioners	PROGRAM:	N/A
ADOPTED:	1/86	REVIEWED:	
		REVISED:	09/18

PURPOSE: The purpose of this policy is to establish rules by which the Board of Commissioners appoints members to Marion County public advisory boards, committees, commissions and councils, hereinafter referred to as “advisory boards”.

AUTHORITY: The Marion County Board of Commissioners may establish rules and regulations in reference to managing the interest and business of the county under ORS 203.010, 203.035, 203.111, and 203.230.

The Marion County Board of Commissioners expresses the governing body’s official, organizational position on fundamental issues or specific repetitive situations through formally adopted, written policy statements. The policy statements serve to provide rules for public officials on the conduct of county business.

The Marion County Board of Commissioners’ Administrative Policies and Procedures manual outlines the forms and process through which the board takes formal action on administrative policy. It is the official record of county administrative policy.

APPLICABILITY: All county department heads, advisory boards, 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.

DEFINITIONS:

Advisory board, committee, commission, or council: Serves as advisors on policy matters and/or program implementation to the Board of Commissioners, which is responsible for the management and administration of the policy or program. Although they do not have final authority to make or enforce rules, their research and advice to decision makers contributes to effective changes in government.

Governing body: The members of any public body which consists of two or more members, with the authority to make decisions for or recommendations to a public body on policy or administration.
ORS 192.610

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Meeting: The convening of a governing body of a public body for which a quorum is required in order to make a decision or to deliberate toward a decision on any matter.

Public body: The state, any regional council, county, city or district, or any municipal or public corporation, or any board, department, commission, council, bureau, committee or subcommittee or advisory group or any other agency thereof. ORS 192.610

Public official: Any person elected or appointed to an office or position with a state, county or city government; elected or appointed to an office or position with a special district; an employee of a state, county, or city agency or special district; or an unpaid volunteer for a state, county, city agency, or special district. ORS 244.020(14)

POLICY GUIDELINES:

1. RESPONSIBILITIES

- 1.1. The Board of Commissioners may create new advisory boards, committees, commissions, or councils (hereinafter called “advisory boards”) based on its own initiative, on legislative direction, or on recommendations from staff, citizens, or other sources.
- 1.2. All advisory boards shall report their concerns and recommendations to the Board of Commissioners, rather than taking action or a policy position on behalf of the county upon their own initiative.
 - 1.2.1. Advisory Board members must comply with the Marion County Legislative Advocacy Guidelines attached to Procedure 203-A.
- 1.3. Appointments to Advisory Boards:
 - 1.3.1. The Board of Commissioners is responsible for appointing citizens to serve as members of Marion County advisory boards. The board receives recommendations on appointments from many sources.
 - 1.3.2. Appointments are not official until board confirmation is executed by vote in a public board meeting.
 - 1.3.3. All appointments to advisory boards will be made by board order.
 - 1.3.4. In order to qualify for an appointment to a Marion County advisory board, a person must:
 - 1.3.4.1. Meet qualifications of the specific advisory board.
 - 1.3.4.2. Reside or work in Marion County.
 - 1.3.4.3. Be eighteen (18) years of age or older, unless applying for a youth advisory board position.
 - 1.3.4.4. Meet statutory requirements for the appointed position.
 - 1.3.5. Primary consideration is given to the ability of the prospective appointee to contribute to the productivity and effectiveness of the board.
 - 1.3.6. Appointments to advisory boards will be initiated with an application process.
 - 1.3.7. Advisory boards, per the process defined in their respective bylaws, will recommend member appointments and reappointments to the Board of Commissioners.
 - 1.3.8. All members of advisory boards serve at the pleasure of the Board of Commissioners.
 - 1.3.9. The Board of Commissioners retains authority to interview applicants for any Marion County advisory board.

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- 1.3.10. Training on state and county statutes and policies including public meetings, public records, and ethics is available through Volunteer Services.
- 1.4. Term of Service:
 - 1.4.1. Advisory board bylaws generally establish terms of membership.
 - 1.4.2. Under the Oregon Constitution, a single term of office cannot be more than four years. Advisory board members whose terms are due to expire may request or be asked to accept reappointment to the position.
 - 1.4.3. Advisory board members not reappointed will have their service recognized by the Board of Commissioners.
- 1.5. Resignation:
 - 1.5.1. 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.
 - 1.5.2. The Board of Commissioners shall recognize the individual's service.
- 1.6. Release from Service:
 - 1.6.1. When it may be deemed necessary to release a member from his or her term of appointment on an advisory board, the affected individual shall be notified in writing by the Board of Commissioners.
 - 1.6.2. When an advisory board or committee has completed its function, the members shall be informed of the termination of the advisory board in writing by the Board of Commissioners.
- 1.7. Staff Support:
 - 1.7.1. The primary role of advisory board staff is to carry out the rules, policies, and programs developed by the board in compliance with public meetings and records law, ORS 192.610 through 192.710.
 - 1.7.2. Staff must maintain a comprehensive understanding of the subject matter focus of the advisory board and conduct necessary research on related issues in order to critically think about long and short term planning of the advisory board's goals, objectives, and priorities.
 - 1.7.3. Staff must communicate effectively with advisory board leaders and full membership, department leadership, and the Board of Commissioners.
 - 1.7.4. Staff is responsible for presenting issues of importance to the advisory board, preparing meeting agendas in consultation with the advisory board chair, and compiling background information for board review.
 - 1.7.5. Staff is responsible for meeting arrangements, including:
 - 1.7.5.1. Making all logistical arrangements (e.g., obtaining meeting space and audio visual equipment);
 - 1.7.5.2. Coordinating presenters to address meeting topics;
 - 1.7.5.3. Preparing meeting agendas and minutes;
 - 1.7.5.4. Preparing and distributing advisory board meeting packets;
 - 1.7.5.5. Ensuring public notice of meetings; and
 - 1.7.5.6. Maintaining advisory board documents and records.
 - 1.7.6. Staff is responsible for assisting the advisory board chair or facilitator in effective meeting management.

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- 1.7.7. Advisory board staff works closely with regular department staff to develop issue briefs, develop agendas, transcribe minutes, write grants, and send email and other correspondence to and from the advisory board.
- 1.7.8. Staff is responsible for notifying the advisory board members and the Board of Commissioners of expiration of members' terms, and facilitates the process for reappointment, or appointment of new members.

1.8. Advisory board members serve at the pleasure of the Board of Commissioners and may be removed by the board at any time.

- 1.8.1. Advisory Board members must comply with Marion County Policy 601 – Public Official Ethics. <https://apps.co.marion.or.us/APAP/policy.aspx?p=policy&pid=601>

2. EXCEPTIONS

The Board of Commissioners may waive requirements, with the exception of statutory requirements.

3. IMPLEMENTATION

The county Volunteer Services Coordinator is responsible for implementing this policy and accompanying procedure.

4. PERIODIC REVIEW

This policy shall be reviewed by the Board of Commissioners' Office at least every three years, or more often if needed, and updated as necessary.

Adopted: 01/86

Revised: 08/96
11/98
06/99
11/06
07/12
09/18