



**ADMINISTRATIVE POLICIES**

<b>SECTION:</b>	<b>General Administration</b>	<b>POLICY #:</b>	<b>203</b>
<b>TITLE:</b>	<b>Appointments to Advisory Boards</b>	<b>PROCEDURE #</b>	<b>203-A</b>
		<b>ORDER #:</b>	<b>12-74</b>
<b>DEPT:</b>	<b>Board of Commissioners' Office</b>	<b>DIVISION:</b>	
<b>ADOPTED:</b>	<b>1/86</b>	<b>REVIEWED:</b>	<b>REVISED: 7/12</b>

**PURPOSE:** To establish policy whereby the Marion County Board of Commissioners will make appointments 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 Board of Commissioners has the responsibility to appoint citizens to serve as members of advisory boards established by the board.

**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.

**POLICY GUIDELINES:**

1. **Responsibilities:** For purposes of consistency, all appointments to advisory boards will be made by board order. In order to qualify for an appointment to a Marion County advisory board, a person must:
  - 1.1. Meet qualifications of the specific advisory board.
  - 1.2. Reside or work in Marion County.
  - 1.3. Be eighteen (18) years of age or older unless applying under a Leadership Youth position.
  - 1.4. Meet all statutory requirements for the appointed position.
2. **Exceptions:** The board may waive requirements, with the exception of statutory requirements.
3. **Implementation:**
  - 3.1 **Vacancy:**

**SUBJECT: APPOINTMENTS TO ADVISORY BOARDS**

3.1.1. Appointments to advisory boards will be initiated with an application process.

3.1.2. Advisory boards, per the process defined in their respective bylaws, will recommend member appointments and reappointments to the Board of Commissioners.

3.1.3. All members of advisory boards serve at the pleasure of the Board of Commissioners

3.2. Expiration of Term:

3.2.1. Advisory board members whose terms are due to expire may request or be asked to accept reappointment to the position.

3.2.2. Advisory board members not reappointed will have their service recognized by the Board of Commissioners via a letter or certificate.

3.3. Resignation:

3.3.1. 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.

3.3.2. The Board of Commissioners shall recognize the individual's service via a letter or certificate.

3.4. Release from Service:

3.4.1. 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 by letter.

3.4.2. When an advisory board or committee has completed its function, the members shall be informed of the termination of the advisory board by letter from the Board of Commissioners and/or the responsible department.

4. Orientation and Training: The county will make available periodic training for advisory board members and department staff on state and county statutes and policies; including public meetings, public records, and ethics.

5. Periodic Review: Periodic review of this policy will be conducted every three years by the Board of Commissioners' Office.

Adopted: 1/86

Revised: 8/96

11/98

6/99

11/06

7/12