

**LEELANAU COUNTY
BOARD POLICY**

GENERAL SUBJECT: Administration/General
(County Administrator)

Policy No. **3**

SPECIFIC SUBJECT: Boards/Commissions/Committees/Authorities Appointment Policy

Adopted: 02/22/1990
Revised: 02/15/1994
Revised: 01/03/2007
Revised: 11/17/2009
Revised: 09/16/2014

APPLIES TO: County citizens appointed to various Boards, Commissions, Committees, and Authorities

PURPOSE: To provide a written policy on the process or steps for standardizing appointments to County Advisory Boards, Commissions, Committees, and Authorities.

Boards, Commissions, Committees, and Authorities are created, either through mandate or the will of the Leelanau County Board of Commissioners, to aid them in the policy development and decision-making process.

The County Board seeks well-qualified residents who can add expertise and show commitment to the challenges that these Boards, Commissions, Committees, and Authorities face.

This policy outlines the scope of the on-going Boards, Commissions, Committees, and Authorities and establishes a standardized appointment process.

1. Appointments – The term of office for all appointments to County Boards, Commissions, Committees, and Authorities shall begin on January 1, except as otherwise required by law.

A listing of openings and vacancies, including expiring terms of the various County Boards, Commissions, Committees, and Authorities members is posted on the County’s website and will contain a statement of the Board of Commissioners’ commitment to secure qualified and interested citizens to participate in public service through appointment to these various Boards, Commissions, Committees, and Authorities.

A brief narrative description will also be included for each Board, Commission, Committee and Authority, the location(s) where the applications are available, and the appointment policy/procedures utilized by the County Board. Applications and the listed information will be made available to the public at the offices of the Leelanau County Administrator and the County Clerk, or on the County's website. The information will also be made available to the public through township and village clerks.

In addition, during August of each year, the County Board of Commissioners will notify citizens of all openings on Boards, Commissions, Committees, and Authorities for terms commencing in January of the upcoming year using some or all of the following methods:

- a. News releases to newspaper, radio, television;
- b. Notice of vacancies during County Board meetings/recorded in minutes;
- c. Notice sent to township and village governing bodies, with a notice detailing the desire of the County Board for citizen participation in County Government; or
- d. Notices of vacancies posted on the Leelanau Community Center website.

The Board of Commissioners shall create a standing Review Committee, consisting of three (3) commissioners appointed annually to interview and recommend candidates for appointment to County Boards, Commissions, Committees, and Authorities. The Review Committee may also have a liaison from the appropriate Board, Commission, Committee or Authority present as an ex-officio member to assist in the interview process. Appropriate staff members may also attend interview sessions as ex-officio members to provide technical assistance.

2. Eligibility Requirements – To be considered for nomination/appointment, a citizen must be:
 - a. A resident of Leelanau County.
 - b. A registered voter within Leelanau County.
 - c. Have an application on file with the Leelanau County Administrator's office.

Citizens must meet all qualifications required by County ordinance, resolution, state law, and/or the by-laws of the Board, Commission, Committee, and/or Authority to which they are to be appointed.

All applications will be received in the Administrator's office and forwarded to the appropriate Board, Commission, Committee, and/or Authority for internal review and comment.

Citizen participation on Boards, Commissions, Committees, and Authorities is the preferred method for eliciting constructive citizen input and putting to use the talents of individual citizens as volunteers. However, County Commissioners may be appointed to serve on Boards, Commissions, Committees, and Authorities where such service is not prohibited by law or is mandated by law. Commissioners appointed to serve on Boards, Commissions, Committees, and Authorities shall be appointed annually and shall be deemed to serve by virtue of their position as a County Commissioner. For such Commissioners, said appointment shall continue only so long as the Commissioner continues in office. At the point a Commissioner so appointed vacates the office of County Commissioner, all appointments enjoyed by virtue of that office shall also terminate.

To maximize opportunities for citizen participation, a citizen may normally serve on only one (1) Board, Commission, Committee, and/or Authority at any given time. Further, a citizen can serve only three (3) consecutive full terms on a particular Board, Commission, Committee, and/or Authority. For purposes of applying this policy, partial terms shall not be considered as part of the three full term limit; i.e., a citizen appointed to a partial term may serve three (3) consecutive full terms subsequently.

A citizen retiring after three full terms may be reappointed to that same Board, Commission, Committee, and/or Authority after a one-term abstention.

The terms of office and attendance patterns will be monitored so that a broader selection of citizens is represented and those appointed are “active” board members.

3. Appointment Procedure for Full Term Vacancies – Appointments to each Board, Commission, Committee, and/or Authority shall be made with regard to the diversity of Leelanau County citizens, their variety of interests, and the experience and expertise that each can contribute to the common good of the County. The term of appointment shall depend on the type of appointment made.

The application form is standard for all Boards, Commissions, Committees, and Authorities and the deadline for submission to the County Administrator is the first Tuesday of the month prior to the November meeting. No such appointment shall be effective until it has been approved by the Board of Commissioners.

The public process for receiving applications and making recommendations for membership on County Boards, Commissions, Committees, and Authorities shall be as follows:

- a. At its August meeting each year, the County Board of Commissioners will notify citizens of all openings on Boards, Commissions, Committees, and Authorities for terms commencing in January of the upcoming year.

- b. Applications for appointment are due in the County Administrator's office by the first Tuesday of the month prior to the November meeting. Applications for appointment will be forwarded to the appropriate Board, Commission, Committee, or Authority for their internal review and comment. Applications received after this deadline, shall be kept on file until the next annual appointment process. In a case where no applications are on file, the appointment process may be delayed until the public is notified and new applications are received.
 - c. Application material and internal recommendations shall be forwarded to the Review Committee. The Review Committee may interview each candidate being considered for appointment and make a recommendation for appointment to the County Board of Commissioners.
 - d. The County Board of Commissioners, at its December meeting shall review and may appoint or reject any candidate recommended for appointment. Commissioners appointed to Boards, Commissions, Committees, or Authorities will be appointed/re-appointed at the Board's Organizational Meeting in January.
4. Appointment Procedure for Partial Term Vacancies – Appointments to fill vacancies shall be made upon the occurrence of the vacancy, and each person so appointed shall take office immediately upon the approval by the Board of Commissioners to serve for the remainder of the unexpired term.

The process for filling partial term vacancies shall follow the same procedures as for filling full term vacancies except that the time line constraints shall not apply, as the process shall begin upon occurrence. In the event the official list contains no qualified applicants for the current partial term openings, a special limited purpose advertisement may be issued.

5. Notice of Appointments – Successful applicants are notified of their appointment in a letter from the County Administrator and of the necessity to file an oath of office with the County Clerk within a required time period. Unsuccessful applicants are also notified and asked if their credentials should be kept of file should a vacancy occur. The roster of applicants is kept by the County Administrator and is available for review.
6. Conflict of Interest – If any provision of this policy is in conflict with state law, with respect to terms, qualifications, method of appointment, or any other factor relative to the appointment, said provisions shall be deemed repealed, and the remainder of the policy shall continue in force.
7. Freedom of Information Training Session – To familiarize appointed citizens with the Freedom of Information Act, a training session will be conducted. Appointees will be encouraged to attend this session during the first year of service.

8. Open Meetings Act Training Session – To familiarize appointed citizens with the Open Meetings Act, a training session will be conducted. Appointees will be encouraged to attend this session during the first year of service.
9. Recognition of Service – At the conclusion of a term of service, the County Administrator shall recognize the retiring citizen by sending a letter expressing the appreciation of the Board of Commissioners for their public service.
10. Current Boards, Commissions, Committees, and Authorities:

			Membership	Term
1	Area Agency on Aging of Northwest Michigan	AAA	1	2 yr.
2	Bay Area Transportation Authority	BATA	2	3 yr.
3	Benzie-Leelanau Health Department Board of Health		3	2 yr.
4	Benzie-Leelanau Environ. Health Board of Appeals		3	2 yr.
5	Brownfield Redevelopment Authority	BRA	7	3 yr.
6	Construction Codes Board of Appeals		5	5 yr.
7	Department of Human Services	DHS	2	3 yr.
8	Land Bank Fast Track Authority	LBA	7	3 yr.
9	Northern Lakes Community Mental Health Authority	CMH	2	3 yr.
10	Northern Michigan Regional Entity Substance Use Disorder Services Policy Oversight Board	NMRE	1	3 yr.
11	Northwest Michigan Community Action Agency	NMCAA	1	3 yr.
12	Northwestern Regional Airport Commission	NRAC	2	3 yr.
13	Parks and Recreation Commission	P & R	10	3 yr.
14	Planning Commission	PC	11	3 yr.
15	Soil Erosion, Sedimentation and Stormwater Runoff Control Board of Appeals	SESSRC	5	3 yr.
16	Solid Waste Council	SWC	14	2 yr.
17	Veterans Affairs Administrative Committee	VA	1	2yr.
18	Workforce Development Board	WDB	2	2 yr.