

**CALHOUN COUNTY
BOARD OF COMMISSIONERS
POLICY STATEMENT**

SUBJECT: Appointments to Boards and Committees	DATE APPROVED: 6/17/2021	EFFECTIVE: 6/17/2021	POLICY NO. 110
		REPLACES: NEW	

I. POLICY PURPOSE:

This policy sets forth expectations for the recruitment, selection and participation of commissioners and other residents appointed to boards and committees by the County Board of Commissioners, with the intent to add value through better documented structure, efficiency, accountability, diversity and inclusion. A Board and Committee Application has been attached as Appendix A and any substantial changes to this application (i.e. other than typographical or clarifying corrections) require Board of Commissioners’ approval.

The policy applies to internal County boards and committees: a) boards and committees statutorily set forth, and b) those created at the discretion of the Board of Commissioners. The policy does not apply when the County Board of Commissioners simply recommends appointment of commissioners and employees to external boards and committees, subject to final appointment by those organizations managing the boards and committees.

II. RESPONSIBILITY:

It is the responsibility of the Board Chair and the Board of Commissioners to work in conjunction with the Administrator/Controller or his/her designee to ensure administration of this policy. This policy affects various County departments, offices, and the courts, as well as community organizations managing boards and committees to which the County appoints representatives as liaisons and voting members.

It is the responsibility of county elected officials and department heads who staff boards and committees to notify the County Communications Manager or designee of vacancies or changes to information about boards and committees to be posted on the County’s website. The Communications Manager or designee is responsible to maintain the Boards and Committees section on the County’s website to encourage county residents to participate in County government.

It is the responsibility of residents appointed to boards and committees by the County Board of Commissioners to positively represent the County through active attendance, participation and ethical and responsible conduct.

III. POLICY:

A. Recruiting and Vacancies:

1. Lists of active boards and committees, along with purpose, authority, membership requirements, meeting schedules and department providing staffing for the boards and committees will be maintained on the County website.
2. Notices of vacancies the County is seeking to fill will be posted on the county website. Such notices will also be communicated to the County Board of Commissioners by written notification means.
3. County commissioners and employees are encouraged to seek out and recruit interested and qualified candidates to serve on County boards and committees, and to refer them to the application process.
4. Website posting will be considered the main method to recruit residents to apply to serve on county boards and committees. Notices published in local newspapers are optional to increase recruitment efforts and dependent on budget availability. In the event the Board wishes to require a more extensive search process, the Board of Commissioners shall approve such alternative procedure.

B. Application Process:

1. The County's application for serving on boards and committees is available on the County's website at :
https://www.calhouncountymi.gov/departments/board_of_commissioners/application_for_appointment.php.
2. Applications, along with required supporting documents must be received from all individuals being considered for county boards and committees, and will be forwarded to the applicable committee and the Board of Commissioners.
3. Assistance will be provided for those lacking adequate technology to access or submit applications, or those needing any other help with the process.

C. Consideration of Diversity and Inclusion:

1. The County is committed to inclusion of all backgrounds and opinions as an important value for successful committee outcomes. Selections from those who applied will be made with consideration to the membership requirements, the makeup of the existing board and committee roster, availability for attendance, relevant skills and abilities and desire to serve.
2. Committees and County staff will strive for experiential, geographical, racial and ethnic diversity when selecting candidates for Board of Commissioners' appointments to Boards and Committees.

3. Actions taken to encourage such diversity, and attributes sought during recruitment, will be communicated to the Board of Commissioners along with the written candidate recommendations.

D. Board of Commissioners Authority:

1. Appointments and reappointments will be made by the Board Chair with affirmation by a majority of the Board of Commissioners' votes, according to Standing Board Rules.
2. Appointments will be presented to the full Board of Commissioners as Consent Agenda items, also in accordance with Standing Board Rules. Any Commissioner can ask for removal of appointment items from the Consent Agenda to be voted on as a separate agenda item.
3. Appointment recommendations will include a summary of the process used to arrive at the recommended appointments, application, resume or other supplemental information as required, and a list of other applicants considered, if applicable. Information provided within this process is public information and as such, should not include negative personal comments about candidates not selected.
4. Appointments of commissioners to boards and committees with terms coinciding with Board of Commissioners' elected two-year terms will be made no later than the end of February of each odd-numbered year.

E. Member Notification and Expectations:

1. Candidates appointed to County boards and committees will be notified by the administrative staff of the Board of Commissioners. Appointees will be provided with meeting schedules, reference documents and the opportunity to meet with county staff or the board/committee chair for orientation as appropriate.
2. Appointees are expected to properly prepare for and attend board and committee meetings on a regular basis, and to notify board and committee staff of any absences and reasons for such absences. Failure to attend regularly may result in the removal of appointment according to the ByLaws or other rules of the board or committee.
3. It should be assumed that board and committee representation does not include any compensation to members unless expressly required by law or expressly granted by the Board of Commissioners.
4. Those serving on County boards and committees should assume that their comments will be taken as representative of the County as a whole, and as such are encouraged to act as a positive conduit for the known Board of Commissioners' decisions and direction of the County and its leadership.
5. County commissioners appointed to boards and committees are expected to act as liaison between the board/committee and the County Board of Commissioners, and as such should ensure communication flows regularly between the two bodies. To that end,

appointees are expected to report in summary form the actions and discussion at boards and committees at the appropriate time during Board of Commissioner meetings, and to share minutes and other materials with County Administration to be distributed to commissioners as appropriate. When available, a link to the minutes of Commissioner assigned boards and committees will be available on the County website.

IV. SUMMARY:

The Calhoun County Board of Commissioners welcomes all community members to consider serving on County boards and committees, and will not tolerate unlawful discrimination in the recruitment or selection process, nor within the meetings and other operations of boards and committees.

The Board recognizes its ultimate authority and that vested with the Board Chair to make board and committee appointments, while respecting the administrative efforts required to effectively staff boards and committees. The Board also accepts existing board and committee selection processes to the extent that they comply with this policy, and as set forth either by law or inherent structure of County government and its judiciary, elected officials and appointment department leadership.

This policy is intended to document and implement the goals of inclusiveness, consistency, streamlined government processes, and efficient use of public input regarding the use of taxpayer dollars to provide excellent services to our residents.