

RESOLUTION

NO: 2021-06-095

LIVINGSTON COUNTY

DATE: June 23, 2021

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## **Resolution Establishing Uniform Procedure for Nominating and Selecting Citizens for Board Committee Appointed Positions – Board of Commissioners**

**WHEREAS,** Commissioners have expressed concerns with the existing nomination process for Board Committees; and

**WHEREAS,** The Board of Commissioners desire to establish a uniform procedure for the selection of appointed committee positions to enhance efficiency and reduce confusion; and

**WHEREAS,** The Board of Commissioners desire to appoint citizens of integrity with important skills to assist each board with achieving their established goals and are willing to dedicate their time to regularly participate in meetings, do research to be prepared for board discussions, and who are willing to put the best interests of the community ahead of personal or political beliefs.

**THEREFORE, BE IT RESOLVED** that the Livingston County Board of Commissioners authorizes the implementation of the following procedure for the nomination and selection of citizens to appointed Board committee positions:

1. Before the second board meeting of each year, County Administration shall post on the Board Manager program located at: <https://www.livgov.com/Pages/Boards-and-Commissions.aspx>, a complete list of all committees, their members, and the year that their current term expires, together with a short description of what each committee does, when, how often, and where each committee meets. This information is then available 24/7 online.
2. Not less than 12-weeks prior to an up-coming vacancy or sooner if a vacancy occurs, County Administration or its designee(s) shall send to all Commissioners notice of the up-coming vacancies via the Administrator’s newsletter as they arise.
3. Impending vacancies shall be posted or noticed on the county website not less than 10-weeks prior to an upcoming vacancy, or sooner if a vacancy occurs. A posting is required if the impending vacancy is to be filled by a member of the public and not by another rule, resolution, or State statute. ~~The~~ In the event that the vacancy requires a posting, the posting shall list a closure date no later than 2-weeks following the opening of the posting and no applicant shall be considered for appointment if their application is received by the County after that date of closure. These notices shall be posted at: <https://www.livgov.com>. Commissioners shall receive notice of a posting opening and closing, for the duration of the posting, via the Administrator’s newsletter.
4. Other than Boards/Committees that operate under separate rules, resolutions, or State statutes, County Administration shall provide all Commissioners the following on all incumbent candidates applying for a new term:
  - a. Their name, home address, phone number, and email address.
  - b. Their letter of interest, copy of application, and resume.
  - c. Their references, identity of other committees the candidate served on and the duration, the year the incumbent was appointed, and attendance record.
  - d. Other written documents, if any, provided by the candidate.

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5. For Boards/Committees operating under separate rules, resolution, or State statute, County Administration, shall provide the Personnel Committee, and Board Chair with names they are placing in nomination not later than 4-weeks prior to the Personnel Committee meeting that will consider selection of candidates to be submitted to vote by the full Board of Commissioners. No later than one week following closing of a posting, County Administration shall provide all commissioners with applicants'/nominees' names and supporting documentation.
  6. For nominations by Boards/Committees operating under separate rules, resolution, or State statute, the nominees shall be submitted as stated in their separate rules, resolution, or State statute and the Board Chair or the Chair of the Personnel Committee may request further information regarding the nominee(s) qualifications, experience, and desire to serve.
  7. For Boards/Committees not operating under separate rules, resolution, or State statute, upon the advice of County Administration and Department Heads, the Board Chair shall select one nominee. All documentation regarding the nominee will be provided to the Personnel Committee in their agenda package.
  8. For Boards/Committees not operating under separate rules, resolution, or State statute, the Board Chair may designate one other Commissioner to select a nominee.
  9. For Boards/Committees not operating under separate rules, resolution, or State statute, any County Commissioner may submit name(s) for nomination to County Administration, the Personnel Committee, and Board Chair before the date of a posting is closed.
  10. For Boards/Committees not operating under separate rules, resolution, or State statute, all nominations shall not be submitted to the full Board of Commissioners until the Personnel Committee has vetted each candidate and selected a candidate(s) for each vacancy. Any further information required by any Commissioner regarding submitted names for nominations shall be gathered by the Chair of the Personnel Committee.
  11. Upon the advice of County Administration and Department Heads, the Board Chair, or any other Commissioner, no later than one week following receipt of candidate names and information, may request County Administration to conduct interviews of any candidate. County Administration, upon the advice of Department Heads, may on its own elect to conduct interviews and shall inform all commissioners no later than one week following receipt of candidate names and information.
  12. If interviews are conducted under paragraph 11, the Board Chair and the Personnel Committee Chair, or their other Commissioner designee(s), may participate in the interviews, as well as any other interested Commissioner.
  13. If interviews are conducted under paragraph 11 or 12, County Administration, in a timely manner, shall provide all Commissioners with the names of all applicants selected for the interview, as well as the date, time, and location of each interview.
  14. The Personnel Committee shall vet the nominee(s). As part of the final process, members of the Personnel Committee or other Commissioners may request attendance of any nominee(s) at a special full board meeting for open questions and interview. Such questioning shall be allowed at the discretion of the Personnel Committee Chair.
  15. Upon completion of the vetting process the Personnel Committee may:
    - a. Advance the Board Chair's nominee to the full Board for final selection; or

- b. Reject the single advancement of the Board Chair’s nominee, add one other candidate the Personnel Committee vetted and advance the two candidates to the full Board.

The full Board would then select the appointment from the two vetted candidates.

- 16. When presented for full Board approval, if two nominees have been advanced, both names shall be advanced together for discussion. The full Board may request attendance of individual nominees for open questions and interview as part of the final selection process, and such questioning shall be allowed at the discretion of the Board Chair. After full Board discussion, a Motion to Appoint shall be made for each of the candidates separately and each candidate shall be voted on separately.
- 17. For the avoidance of doubt, the timeline for appointments is as follows:
  - At the beginning of each year, County Administration shall inform all commissioners of committee/board vacancies that will occur that year.
  - No less than 12-weeks prior to an impending vacancy, County Administration shall inform all commissioners of the impending vacancy.
  - No less than 10-weeks prior to an impending vacancy a posting or notice of the vacancy shall be listed on the county website.
  - If a posting is necessary, the posting shall close 2-weeks following the initial listing, no more than 1-week following closing of such posting, County Administration shall provide commissioners with all candidate information described herein, and no more than 1-week following receipt of such information commissioners or County Administration may decide to conduct interviews for the impending vacancy.
  - If no positing is necessary, the notice of the vacancy to the public shall be listed on the county website no less than 8-weeks prior to the impending vacancy and County Administration shall provide all commissioners with the nominees’ names and information no less than 4-weeks prior to the Personnel Committee meeting in which the impending vacancy is to be considered.
  - No less than 4-weeks prior to the Personnel Committee meeting in which the impending vacancy is to be considered, County Administration shall inform the Personnel Committee of the names of the individuals to be considered in said meeting.
  - No less than 4-weeks prior to the Board of Commissioners meeting in which the filling of the impending vacancy is to be considered, the Personnel Committee shall meet to vet and determine the names to be forwarded to the full board.
  - The Board of Commissioners shall fill the impending vacancy prior to the expiration of the current term of the seated member, or as soon as practicable following consultation with County Administration and relevant Department Heads.
- 18. The provisions in this Resolution that conflict with any other applicable rule(s), resolution(s), County policies, or State statute(s) pertaining to the nomination, selection, or qualifications of citizens for Board Committee Appointed Positions shall be null and void.

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**MOVED:** M. Zajac  
**SECONDED:** B. Plank  
**CARRIED:** Roll Call Vote: Yes (7): M. Zajac, W. Nakagiri, C. Griffith, C. Reader, J. Drick, J. Gross, and B. Plank; No (1): D. Helzerman; Absent (0): None