

ADMINISTRATIVE PROCEDURES

TITLE: Marion County Fair Board Member and Key Volunteer Reappointments		PROCEDURE #:
DEPT: Community Services		DIVISION: Fair
EFFECTIVE DATE:	REVIEWED:	REVISED:

OBJECTIVE: To establish a procedure for making a recommendation to the Board of Commissioners for the reappointment of a Marion County Fair Board Member or Key Volunteer to the Marion County Fair Board.

1. **POLICY STATEMENT:** All Marion County Fair Board members and Marion County Fair Key Volunteers will undergo a review process prior to being recommended to the Board of Commissioners for reappointment to the Marion County Fair Board. All fair board members and key volunteers are appointed by the Marion County Board of Commissioners.

APPLICABILITY: Fair Board Members, Fair Board Key Volunteers

PROCEDURES

2. When a board member's or key volunteer's 3-year term is expiring and reappointment is considered, the following steps occur:
 - 2.1. The individual is agreeable to continue on the fair board or as a key volunteer for a subsequent term.
 - 2.1.1. If the individual is not interested in continuing on the fair board for an additional term, no further action will be taken and the fair board and county staff will take the appropriate steps for filling the open member position.
 - 2.1.2. Fair staff will notify Marion County Volunteer Coordinator (MCVC) of the fair board reappointment or fair board vacancy, at least 30 days prior to the end of the individual's term of service. MCVC will inform the Marion County Board of Commissioners of the pending reappointment or vacancy.
 - 2.2. "Member Reappointment" will be placed on the next regularly scheduled monthly fair board meeting agenda as an action item.
 - 2.2.1. Reappointment consideration will examine the individual's attendance and participation at schedule meetings and during the fair event, carrying out of assigned responsibilities, adherence to board policies, and their ability to work cooperatively with others via the *Fair Board Conflict Resolution Procedures*.
 - 2.3. The fair board considers the reappointment request and makes a recommendation, by a majority vote. If affirmative, the fair board's recommendation shall be forwarded to the Board of Commissioners (BOC) for final reappointment consideration.
 - 2.3.1. With an affirmative recommendation, fair staff shall work with Marion County Volunteer Coordinator and prepare any required documents and ensure county procedures are followed.

2.3.1.1. Fair Board reappointment will be presented to the BOC at a Marion County Management Update meeting for review and discussion.

3. When directed by the BOC, county staff shall submit the appropriate documents for reappointment consideration at a regularly scheduled board session.
 - 3.1. County staff shall inform All decisions regarding reappointment shall be communicated by county staff to the individual under consideration and to Marion County's Volunteer Coordinator.

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