

## ADMINISTRATIVE PROCEDURES

<b>TITLE: Marion County Fair Board Member and Key Volunteer Reappointments</b>		<b>PROCEDURE #:</b>
<b>DEPT: Community Services</b>		<b>DIVISION: Fair</b>
<b>EFFECTIVE DATE: 12/1/21</b>	<b>APPROVED: 8/8/22</b>	<b>REVISED: 8/22</b>

**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 (BOC).

**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 under consideration, the following steps shall occur:
  - 2.1. A decision is made by the individual whether to continue on the fair board as a member, 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 vacant position.
    - 2.1.2. The fair board member/key volunteer reappointment vacancy will be brought to the Marion County Volunteer Coordinator’s (MCVC) attention at least 30 days prior to the end of the individual’s term of service. MCVC will inform the BOC of the pending reappointment or vacancy.
  - 2.2. “Member/key volunteer reappointment” will be placed on the next regularly scheduled monthly fair board meeting agenda as an action item.
    - 2.2.1. The reappointment process will consider the individual’s attendance and participation at scheduled meetings and their participation in the annual fair, 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 will consider the reappointment request and make a recommendation by a majority vote with the re-appointee recusing themselves from the discussion. If a vote of confidence is received, the fair board shall make a recommendation to re-appoint to the BOC via a Management Update meeting.
3. Upon approval of the reappointment by the BOC, county staff shall submit the appropriate documents for reappointment consideration at a regularly scheduled BOC board session. At their discretion, the re-appointee may, or may not, attend the session.

Drafted:12/3/20

Originally approved by fair board: 12/1/21

BOC requirements edits 8/22; Approved by Fair Board 8/8/22