



ADMINISTRATIVE PROCEDURES

TITLE: Appointments to Advisory Boards		PROCEDURE #: 203-A	
DEPT: Board of Commissioners' Office		PROGRAM: Volunteer Services	
EFFECTIVE DATE: 11/06	REVIEWED:	REVISED: 09/18	

- OBJECTIVE:** To establish procedures for appointments to advisory boards.
- REFERENCE:** Policy # 203
- POLICY STATEMENT:** This policy establishes the parameters for board appointments to state-mandated and/or county-developed advisory boards.
- APPLICABILITY:** All county department heads, advisory boards, and county staff responsible for support to advisory boards.

PROCEDURES:

The Marion County Volunteer Services Coordinator is responsible for managing the volunteer application and training process for county advisory boards. For assistance with advisory boards, information on the application process, training, or other processes outlined in this policy and procedure, contact:

Volunteer Services Coordinator: volunteer@co.marion.or.us
(503) 588-7990

1. Staff Duties

- 1.1. Create a 6-12 month meeting planning matrix to organize the advisory board's meeting topics and schedule.
 - 1.1.1. Regularly update the meeting matrix with input from the advisory board and department leadership.
 - 1.1.2. Carefully prioritize agenda items on the matrix, with consideration to:
 - 1.1.2.1. What topics will be of most interest to the council membership?
 - 1.1.2.2. What topics will add value and meaningful input to the department/county work?
 - 1.1.2.3. Who are the best presenters for the topic(s)?
 - 1.1.2.4. How will conversation/dialogue be facilitated among the membership to avoid a series of "talking head" presentations at meetings?
 - 1.1.2.5. What guidance will presenters be given so that they focus their comments/presentation on issues of most relevance to the council?
 - 1.1.2.6. What are the desired outcomes for each item on the agenda?
 - 1.1.2.7. What time length will allow for council membership to "go deep" into the topic, rather than simply hearing a "20,000 foot" rendition?

SUBJECT: APPOINTMENTS TO ADVISORY BOARDS

- 1.2. Create an agenda template for monthly meetings. Consider using the following two hour meeting timeframe as guidance:
 - 1.2.1. 1 hour for a major topic of focus
 - 1.2.2. 30 minutes for a less complex or more technical topic
 - 1.2.3. 15 minutes for administrative issues (minutes approval, announcements)
 - 1.2.4. 15 minutes for emerging issues
- 1.3. Plan agendas 2-3 meetings out, rather than short term planning “meeting to meeting.”
- 1.4. Assist the advisory board chair and/or facilitator in effective meeting management, including:
 - 1.4.1. Introducing topics to the advisory board by setting appropriate context;
 - 1.4.2. Introducing presenters to the council, with enough background so the council understands the presenters’ credentials;
 - 1.4.3. Organizing presentations and presenters for optimum outcomes, as described above;
 - 1.4.4. Leading discussions, calling for member input, asking clarifying questions when needed;
 - 1.4.5. Researching and articulating any background information participants need to know about the subject;
 - 1.4.6. Bringing the subject back to focus if someone introduces an off-topic comment, goes off on a tangent, or throws in an obstacle; and
 - 1.4.7. Getting opinions and perspectives out on the table, especially from those council members who are less vocal.
- 1.5. Prepare for advisory board meetings in advance:
 - 1.5.1. Send a reminder e-mail to the full advisory board membership approximately one week prior to the meeting, requesting that members RSVP.
 - 1.5.1.1. In order to ensure a quorum, maintain a list of RSVPs and follow up by phone with members that have not responded.
 - 1.5.1.2. If a quorum cannot be achieved, notify the advisory board chair 48 hours in advance of the meeting to decide whether or not to hold the meeting.
 - 1.5.2. Draft meeting agendas and work with advisory board leadership to finalize each meeting agenda.
 - 1.5.3. Prepare and provide supporting documents for advisory board meetings, including handouts and PowerPoint presentations, coordinating audio- visual needs, and making photocopies for the meetings.
 - 1.5.4. Communicate with guest presenters about the length of time and focus of presentations.
 - 1.5.5. Ensure advisory board meetings are noticed to the press.
- 1.6. On meeting day, make the following preparations:
 - 1.6.1. Make sure sound system/recording system is set up and operational;
 - 1.6.2. Set up PowerPoint and other presentation needs;
 - 1.6.3. Bring roster of RSVPs for chair to check against actual attendance;
 - 1.6.4. Prepare a sign in sheet for members and guests;
 - 1.6.5. Prepare chair’s annotated agenda (if wanted);
 - 1.6.6. Set tent name cards;
 - 1.6.7. Bring in additional chairs for guests;
 - 1.6.8. Distribute photocopies of meeting handouts/agenda packets;

SUBJECT: APPOINTMENTS TO ADVISORY BOARDS

- 1.6.9. Bring in water and/or refreshments, if needed; and
- 1.6.10. Make notes to facilitate meeting minutes.

1.7. After meeting, send a follow-up e-mail to the advisory board and presenters, thanking the presenters and recapping the meeting.

1.8. Compile meeting minutes as soon as possible.

1.9. Draft correspondence for the advisory board.

2. Advisory Board Rosters and Application

2.1. The volunteer services coordinator maintains a centralized roster of advisory board members, initial appointments, and term expiration dates.

2.2. Each department head or designee must maintain a current list of members of advisory boards and term expiration dates related to advisory boards within his or her department.

2.3. Advisory board application forms shall be available in the Business Services Department, Board of Commissioners' Office, and on the Marion County website – Volunteer Opportunities page. <http://www.co.marion.or.us/BS/VOL>

3. Vacancy

3.1. Advisory board staff must inform the volunteer services coordinator of any vacancy that has occurred or is expected to occur, not less than one month before the expected vacancy to allow time for posting and recruitment.

3.2. In situations where a vacancy occurs unexpectedly, staff will inform the volunteer services coordinator immediately.

3.3. When a vacancy occurs on an advisory board, the volunteer services coordinator will provide an information notice on the vacancy to the media, and post the vacancy notice on the county's website.

3.3.1. Interested groups may also be advised of the vacancy.

4. Review of Applications

4.1. Department heads or designees, and advisory board members will conduct a review of applications received for vacant advisory board positions, as per their bylaws.

4.2. Advisory boards shall follow the process outlined in their bylaws for making appointment recommendations to the Board of Commissioners.

4.3. Recommendations for appointment must be submitted to the volunteer services coordinator for preparation for review and approval by the Board of Commissioners.

5. Appointment/Reappointment by Order of the Board

5.1. All appointments and reappointments to advisory boards will be made by board order.

5.2. Each application and a full roster of members of the advisory board to which a member is being appointed or re-appointed will accompany the board order.

SUBJECT: APPOINTMENTS TO ADVISORY BOARDS

- 5.3. This list will include the members' city or area of residence and/or work addresses and information on represented positions.
- 5.4. When a new appointment is made to fill a vacancy for an unexpired term, the new appointment will be for the remainder of the unexpired term.
- 5.5. The volunteer services coordinator is responsible for presenting appointees to the Board of Commissioners for approval.
- 5.6. Appointees will be invited to attend the board session where their appointment is considered for approval.
- 5.7. Following the board session at which an appointment is made, the volunteer services coordinator shall send a letter to the individual informing him or her of the appointment and the date upon which the term of appointment will expire.
 - 5.7.1. A copy of the order of appointment, the Marion County Volunteer Manual, and "A Quick Reference Guide to Oregon's Public Meeting Law" will be enclosed with the letter.
- 5.8. A press release may be prepared by the Board of Commissioners' staff and distributed to the media announcing the appointment.
- 5.9. The board session clerk in the Board of Commissioners' Office shall send a copy of the appointment order to the appropriate department head or designee, and the volunteer services coordinator.
 - 5.9.1. A copy of the appointment letter and order will be retained by the Board of Commissioners' Office.

6. Participation

- 6.1. It is expected that all advisory board members actively participate in the work of their appointed board.
- 6.2. The Board of Commissioners expects each advisory board to establish participation requirements in its bylaws that support the purpose of that group.

7. Orientation and Training

- 7.1. Appointees shall receive an orientation and training from the department head or designee providing staff support to the advisory board.
- 7.2. Orientation and training will include other pertinent policies and procedures concerning the service they may render, copies of the advisory board bylaws, and state laws relating to; ethics, public meetings, and public records.
- 7.3. The volunteer services coordinator will hold annual trainings for advisory board members and staff.
- 7.4. These trainings will include information on county policies and procedures, state laws regarding meetings, ethics, public records, and other information relevant to the appropriate and effective conduct of advisory board meetings and business.

8. Expiration of Term

- 8.1. The chair of an advisory board, the department head of the represented department or their designee, may contact an advisory board member whose term is due to expire to determine whether he or she is willing to accept reappointment to the position.

SUBJECT: APPOINTMENTS TO ADVISORY BOARDS

- 8.2. If a member is interested in reappointment, the department head or designee shall contact the volunteer services coordinator to initiate the process in outlined in Section 4. Appointment/Reappointment by Order of the Board.
- 8.3. If a member is not interested in reappointment, the department head or designee shall follow the process outlined in Section 2. Vacancy.

9. Resignation

- 9.1. A member of an advisory board shall submit his or her resignation in writing to the chair of the advisory board on which he or she serves.
- 9.2. The chair will forward a copy of the resignation to the department head.
- 9.3. The department head or designee will forward a copy of the resignation to the Board of Commissioners and the county volunteer services coordinator.

10. Release from Service

- 10.1. All advisory board members serve at the pleasure of the Board of Commissioners. The Board of Commissioners may remove a board member on its own motion or upon recommendation of the advisory board when it determines it is in the best interests of the advisory board or the county to do so.
- 10.2. Should it become evident to the chair, vice chair, or staff of any advisory board that a member of the committee has not attended meetings as necessary or failed to perform such other reasonable functions as required by the bylaws or requested by the chair/vice chair or staff, this fact shall be brought to the attention of the Board of Commissioners. The advisory board shall also include a recommendation as to whether the member's term of appointment should be terminated.

Attachment:

Appendix A: Marion County Communication and Advocacy Guidelines