



ADMINISTRATIVE POLICIES

SECTION:	General Administration	POLICY #:	203
TITLE:	Appointments to Advisory Boards, Committees, Commissions, and Councils	PROCEDURE #	203-A
		ORDER #:	18-096
DEPT:	Board of Commissioners	PROGRAM:	N/A
ADOPTED:	1/86	REVIEWED:	
		REVISED:	12/22

PURPOSE: The purpose of this policy is to establish rules by which the Board of Commissioners appoints members to Marion County public advisory boards, committees, commissions, and councils, hereinafter referred to as “advisory boards”. These rules also apply to appointments to Multi-Jurisdictional Committees where the Board of Commissioners have appointing authority.

AUTHORITY: The Marion County Board of Commissioners may establish rules and regulations in reference to managing the interest and business of the county under ORS 203.010, 203.035, 203.111, and 203.230.

The Marion County Board of Commissioners expresses the governing body’s official, organizational position on fundamental issues or specific repetitive situations through formally adopted, written policy statements. The policy statements serve to provide rules for public officials on the conduct of county business.

The Marion County Board of Commissioners’ Administrative Policies and Procedures manual outlines the forms and process through which the board takes formal action on administrative policy. It is the official record of county administrative policy.

APPLICABILITY: All county department heads, advisory boards, and county staff responsible for support to the advisory boards.

GENERAL POLICY: This policy establishes the parameters for board appointments to state-mandated and/or county-developed advisory boards.

DEFINITIONS:

Advisory board, committee, commission, or council (advisory board): Serves as advisors on policy matters and/or program implementation to the Board of Commissioners, which is responsible for the management and administration of the policy or program. Although they do not have final authority to make or enforce rules, their research and advice to decision makers contributes to effective changes in government.

SUBJECT: APPOINTMENTS TO ADVISORY BOARDS

Multi-Jurisdictional Committee (MJC): A group of citizens appointed by a variety of governments or non-governmental agencies and charged with certain duties with respect to defined matters of mutual concern to the appointing organizations. The Board of Commissioners have some appointing authority as defined in statute, intergovernmental agreement, memorandum of understanding or some other means.

Governing body: The members of any public body which consists of two or more members, with the authority to make decisions for or recommendations to a public body on policy or administration.
ORS 192.610

Meeting: The convening of a governing body of a public body for which a quorum is required in order to make a decision or to deliberate toward a decision on any matter.

Public body: The state, any regional council, county, city or district, or any municipal or public corporation, or any board, department, commission, council, bureau, committee or subcommittee or advisory group or any other agency thereof. ORS 192.610

Public official: Any person elected or appointed to an office or position with a state, county or city government; elected or appointed to an office or position with a special district; an employee of a state, county, or city agency or special district; or an unpaid volunteer for a state, county, city agency, or special district. ORS 244.020(15)

Department head: The appointed department head or elected official, or their designee.

POLICY GUIDELINES:

1. RESPONSIBILITIES

- 1.1. The Board of Commissioners may create new advisory boards, committees, commissions, or councils (hereinafter called “advisory boards”) based on its own initiative, on legislative direction, or on recommendations from staff, citizens, or other sources.
- 1.2. All advisory boards shall report their concerns and recommendations to the Board of Commissioners, rather than taking action or a policy position on behalf of the county upon their own initiative.
 - 1.2.1. Advisory Board members must comply with the Marion County Legislative Policy 214 and Procedure 214-A.
- 1.3. Advisory Boards, except limited duration committees, must establish bylaws in compliance with Policy 209 Bylaws of Advisory Boards, Commissions, Committees and Councils.
 - 1.3.1. The department head is responsible for participating in establishing bylaws for committees, board, commissions, and councils.
- 1.4. Advisory board members serve at the pleasure of the Board of Commissioners and may be removed by the board at any time.
- 1.5. The Volunteer Services Coordinator (VSC) will ensure that all advisory board and MJC members receive Marion County’s New Volunteer Orientation upon appointment. This training

SUBJECT: APPOINTMENTS TO ADVISORY BOARDS

will include information on county policies as they apply to volunteers, and state statutes/policies including public meetings, public records, and ethics.

- 1.6. The department head has the responsibility to oversee that advisory board members receive board, committee, commission, or council specific appropriate training and orientation on bylaws, pertinent laws, ordinances, or policies concerning the specific service they may render. The department head should work in coordination with the VSC to ensure board members receive training at initial appointment and throughout their service period.
- 1.7. Appointments to Advisory Boards and MJC's:
 - 1.7.1. The Board of Commissioners is responsible for appointing citizens to serve as members of Marion County advisory boards, as well as MJC's. The board receives recommendations on appointments from many sources.
 - 1.7.2. Appointments are not official until board confirmation is executed by vote in a public board meeting.
 - 1.7.3. All appointments to advisory boards and MJC will be made by board order.
 - 1.7.4. In order to qualify for an appointment to a Marion County advisory board or MJC, a person must:
 - 1.7.4.1. Meet qualifications of the specific advisory board.
 - 1.7.4.2. Reside or work in Marion County.
 - 1.7.4.3. Be eighteen (18) years of age or older, unless applying for a youth advisory board position.
 - 1.7.5. Meet statutory requirements for the appointed position.
 - 1.7.6. Primary consideration is given to the ability of the prospective appointee to contribute to the productivity and effectiveness of the board.
 - 1.7.7. Appointments to advisory boards and MJC's will be initiated with an application process.
 - 1.7.7.1. In addition to the standard Advisory Board Application, the department head or VSC may choose to use a supplemental questionnaire.
 - 1.7.7.2. Individuals being considered for re-appointment will submit a new application.
 - 1.7.8. Advisory boards, per the process defined in their respective bylaws, will recommend member appointments and reappointments to the Board of Commissioners.
 - 1.7.9. County employees will not ordinarily be deemed eligible as citizen representatives on advisory boards. However, there are instances where such membership may be appropriate. The board will consider applications from County employees when the employee or department head presents sufficient written rationale for membership.
 - 1.7.10. The Board of Commissioners retains authority to interview applicants for any Marion County advisory board or MJC.

SUBJECT: APPOINTMENTS TO ADVISORY BOARDS

1.8. Term of Service:

- 1.8.1. Advisory board bylaws generally establish terms of membership.
- 1.8.2. Under the Oregon Constitution, a single term of office cannot be more than four years. Advisory board members whose terms are due to expire may request or be asked to accept reappointment to the position.
- 1.8.3. Advisory board members not reappointed will have their service recognized by the department head. MJC members not reappointed will have their service recognized by the Board of Commissioners.

1.9. Participation:

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

1.10. Resignation:

- 1.10.1. A member of an advisory board shall submit their resignation in writing to the chair of the advisory board on which they serve.
- 1.10.2. The department head shall notify Volunteer Services immediately.
- 1.10.3. The department head shall recognize the individual's service.
- 1.10.4. When a vacancy occurs during a term, a replacement will be appointed to fill the existing term.

1.11. Release from Service:

- 1.11.1. When it may be deemed necessary to release a member from their term of appointment on an advisory board, the affected individual shall be notified in writing by the Department Head. If it is necessary to release a member from a MJC from their term, the Board of Commissioners shall notify the appointed member.
- 1.11.2. When an advisory board has completed its function, the members shall be informed of the termination of the advisory board in writing by the department head.

1.12. Staff Support:

- 1.12.1. The department head is responsible for notifying the advisory board members and VSC of expiration of members' terms, and facilitates the process for reappointment, or appointment of new members.
- 1.12.2. The department head is responsible for tracking and reporting volunteer hours for advisory board members. Volunteer hours are reported to Volunteer Services annually.

2. EXCEPTIONS

The Board of Commissioners may waive requirements, with the exception of statutory requirements.

3. IMPLEMENTATION

The county Volunteer Services Coordinator is responsible for implementing this policy and accompanying procedure.

SUBJECT: APPOINTMENTS TO ADVISORY BOARDS

4. PERIODIC REVIEW

This policy shall be reviewed by the Board of Commissioners' Office at least every three years, or more often if needed, and updated as necessary.

Adopted: 01/86

Revised: 08/96
11/98
06/99
11/06
07/12
09/18
12/22