

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

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

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

**WHEREAS,** establishing a single uniform procedure for the selection of citizens for appointed positions will enhance efficiency and reduce confusion.

**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 positions:

1. Optimize the appointment interview process
  - a. Within one month of institution of this process and at the first full board meeting of a term thereafter, the County Administrator shall provide all Commissioners with a complete list of all committee appointees, including
    - i. Name
    - ii. Phone number and email address
    - iii. Home address
    - iv. Year appointed to this position
    - v. Year that current term expires
    - vi. Previous letter of interest and resume
    - vii. Name of committee appointed to
  - b. Within one month of institution of this process and at the first full board meeting of a term thereafter, the County Administrator shall provide all Commissioners data on all committees to which Commissioners make appointments, including
    - i. Name of Committee
    - ii. A one paragraph description of what this committee does
    - iii. When the committee meets
    - iv. Where the committee meets
    - v. Archive of meeting minutes
  - c. All impending vacancies shall be posted in a manner accessible to Commissioners, or sent to Commissioners, in accordance with the following schedule:
    - i. Notice of impending vacancy related to the end of a committee members term not less than 3-months prior to the vacancy, or immediately in the event of a

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vacancy occurring prior the end of a regularly scheduled term end date, and such notice shall include:

- Date the term starts
  - Date the term expires
  - Detail of the committee and role to be filled by the appointment
- ii. No later than two months prior to an impending vacancy on a committee to which Commissioners make appointments, the County Administrator shall provide all Commissioners with the following data on incumbent candidates applying for a new term:
  - Name
  - Phone number and email address
  - Home address
  - Letter of interest
  - Resume
  - References
  - Other written documentation provided by the candidate
  - Identify the other committees served on by the candidate, and the duration
  - The year the incumbent was appointed
  - The attendance record of the incumbent
- iii. No later than 5 days following the closure of a posting to a vacancy on a committee to which Commissioners make appointments, the County Administrator shall provide all Commissioners with the following data on new applicants
  - Name
  - Phone number and email address
  - Home address
  - Letter of interest
  - Resume
  - References
  - Other written documentation provided by the candidate
  - Identify the other committees served on by the candidate, and the duration

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2. Upon the advice and input from County Administration and others, the LCBOC Chair, or any other commissioner, may request that County Administration conduct interviews for the open position. After advice and input from County Administration and others, the Chair of the LCBOC shall select at least one nominee. All documentation regarding the nominee(s) will be provided in the agenda package presented to the Personnel Committee.
    - a. The Chair of the LCBOC may designate another Commissioner to select a nominee.
    - b. If interviews are conducted, the LCBOC Chair and the LCBOC Personnel Committee Chair, or their designees, may participate in the interviews.
    - c. If interview are conducted, no less than 10 working days before the first interview for a given position, the County Administrator shall provide the names of all applicants selected for interview, as well as the date, time, and location of each interview, to all Commissioners.
    - d. If interviews are conducted, no less than 5 working days before the first interview for a given position, any Commissioner may request inclusion of a candidate meeting all application requirements in the interview pool.
  3. The Personnel Committee vets the nominee(s). Commissioners 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 LCBOC Personnel Committee Chair. Upon completion of the vetting process this committee may:
    - a. Advance a single nominee to the full LCBOC;
    - b. Advance the nominee and one other candidate to the full LCBOC, in the case where only one nominee was presented by the LCBOC Chair, or advance two nominees to the full LCBOC, in the case where more than one nominee was presented by the LCBOC Chair, and the LCBOC will then have to choose between two candidates;
    - c. Reject the nominee(s) and request the Chair of the LCBOC, or the Chair's designee, to provide another nominee.
  4. When presented for approval by the full LCBOC, individual nominees will be placed on individual resolutions for consideration. Commissioners 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 LCBOC Chair.

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