

RESOLUTION

NO: 2021-06-092

LIVINGSTON COUNTY

DATE: June 14, 2021

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

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

**WHEREAS,** The Board of Commissioners desire to establish a uniform procedure for the selection of appointed committee positions to enhance efficiency and reduce confusion; and

**WHEREAS,** The Board of Commissioners desire to appoint citizens of integrity with important skills to assist each board with achieving their established goals and are willing to dedicate their time to regularly participate in meetings, do research to be prepared for board discussions, and who are willing to put the best interests of the community ahead of personal or political beliefs.

**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 Board committee positions:

1. Before the second board meeting of each year, the County Administrator shall post on the Board Manager program located at: <https://www.livgov.com/Pages/Boards-and-Commissions.aspx>, a complete list of all committees, their members, and the year that their current term expires, together with a short description of what each committee does, when, how often, and where each committee meets. This information is then available 24/7 online.
2. Not less than 3-months prior to an up-coming vacancy or sooner if a vacancy occurs, the County Administrator or designee(s) shall send to all Commissioners notice of the up-coming vacancies via the Administrator's newsletter as they arise.
3. The posting shall list a closure date and no applicant shall be considered for appointment if their application is received by the County after that date of closure. These notices shall be posted at: <https://www.livgov.com>.
4. Other than Boards/Committees that operate under separate rules, resolutions, or State statutes, the County Administrator shall provide all Commissioners the following on all incumbent candidates applying for a new term:
  - a. Their name, home address, phone number, and email address.
  - b. Their letter of interest, copy of application, and resume.
  - c. Their references, identity of other committees the candidate served on and the duration, the year the incumbent was appointed, and attendance record.
  - d. Other written documents, if any, provided by the candidate.

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5. Boards/Committees operating under separate rules, resolution, or State statute shall provide the County Administrator, the Personnel Committee, and Board Chair with names they are placing in nomination not later than one week prior to the Personnel Committee meeting that will consider selection of candidates to be submitted to vote by the full Board of Commissioners.
  6. For nominations by Boards/Committees operating under separate rules, resolution, or State statute, the nominees shall be submitted as stated in their separate rules, resolution, or State statute and the Board Chair or the Chair of the Personnel Committee may request further information regarding the nominee(s) qualifications, experience, and desire to serve.
  7. For Boards/Committees not operating under separate rules, resolution, or State statute, Upon the advice of the County Administrator and others, the Board Chair shall select one nominee. All documentation regarding the nominee will be provided to the Personnel Committee in their agenda package.
  8. For Boards/Committees not operating under separate rules, resolution, or State statute, the Board Chair may designate one other Commissioner to select a nominee.
  9. For Boards/Committees not operating under separate rules, resolution, or State statute, any County Commissioner may submit name(s) for nomination to the County Administrator, the Personnel Committee, and Board Chair before the date of posting is closed.
  10. For Boards/Committees not operating under separate rules, resolution, or State statute, all nominations shall not be submitted to the full Board of Commissioners until the Personnel Committee has vetted each candidate and selected a candidate(s) for each vacancy. Any further information required by any Commissioner regarding submitted names for nominations shall be gathered by the Chair of the Personnel Committee.
  11. For Boards/Committees not operating under separate rules, resolution, or State statute, Upon the advice of the County Administrator and others, the Board Chair, or any other Commissioner, may request County Administration to conduct interviews of any candidate no later than thirty (30) days before an appointment is placed on the full Board agenda for vote.
  12. If interviews are conducted under paragraph 11, the Board Chair and the Personnel Committee Chair, or their other Commissioner designee(s), may participate in the interviews, as well as any other interested Commissioner.
  13. If interviews are conducted under paragraph 11 or 12, the County Administrator, in a timely manner, shall provide all Commissioners with the names of all applicants selected for the interview, as well as the date, time, and location of each interview.
  14. For Boards/Committees not operating under separate rules, resolution, or State statute, The Personnel Committee shall vet the nominee(s). As part of the final process, members of the Personnel Committee or other Commissioners may request attendance of any nominee(s) at a special full board meeting for open questions and interview. Such questioning shall be allowed at the discretion of the Personnel Committee Chair.
  15. Upon completion of the vetting process the Personnel Committee may:
    - a. Advance the Board Chair's nominee to the full Board for final selection; or
    - b. Reject the single advancement of the Board Chair's nominee,

add one other candidate the Personnel Committee vetted and advance the two candidates to the full Board.

- c. The full Board would then select the appointment from the two vetted candidates.
16. When presented for full Board approval, if two nominees have been advanced, both names shall be advanced together for discussion. The full Board 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 Board Chair. After full Board discussion, a Motion to Appoint shall be made for each of the candidates separately and each candidate shall be voted on separately.
17. The provisions in this Resolution that conflict with any other applicable rule(s), resolution(s), County policies, or State statute(s) pertaining to the nomination, selection, or qualifications of citizens for Board Committee Appointed Positions shall be null and void.

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MOVED:  
SECONDED:  
CARRIED