

RESOLUTION

NO: 2025-03-045

LIVINGSTON COUNTY

DATE: March 24, 2025

Resolution Amending Resolution 2023-03-033 Establishing Uniform Procedure for Nominating and Selecting Citizens for Board Appointed Committee/Board Positions – Board of Commissioners

WHEREAS, the Board of Commissioners desires to establish a uniform procedure for the selection of appointed committee/board positions; and

WHEREAS, this resolution does not apply to the Airport Zoning Board of Appeals, Community Mental Health Authority Board, and any committee/board that has an appointment process dictated by State statute(s).

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/board positions:

1. Before the second board meeting of each year, County Administration shall be responsible for updating the Board Manager program located at <https://milivcounty.gov/boc/board-vacancies/>, with a complete list of all committees/boards, their members, and the year that their current term expires, a short description of what each committee/board does, when, how often, and where each committee/board meets. This information is then available 24/7 online. A list of members' terms scheduled to expire in the current year will be given to each Commissioner by February 1.
2. Impending vacancies shall be posted or noticed on the county website not less than 10-weeks prior to an upcoming vacancy, or sooner if a vacancy occurs. In the event that the vacancy requires a posting, the posting shall list a closure date no later than two (2) weeks following the opening of the posting, and no applicant shall be considered for appointment if their application is received by the County after 11:59 pm of the date of closure. These notices shall be posted at: <https://milivcounty.gov>. Commissioners shall be notified by the Administrator or his/her designee via email of a posting opening and closing and duration of the posting. Department heads involved in the management of a committee/board with a vacancy shall also be notified of the vacancy and the posting. If zero (0) applications are received during a posting period, the notice will be re-posted for one (1) week until application(s) are received.
3. Other than committees/boards with appointment processes dictated by State statute(s), County Administration shall provide all Commissioners with all available information submitted on all candidates applying for a new term. Information requested of applicants shall include:
 - a. Their name, home address, phone number, and email address.
 - b. Their letter of interest, copy of application, and resume.
4. For committees/boards operating under State statute(s), County Administration, shall provide all Commissioners with all available information submitted by all applicants seeking appointment not later than one week following closing of a posting.
5. The Board Chair may recommend one candidate for each open position.

6. Any Commissioner may submit name(s) for nomination to County Administration, the Personnel Committee, and Board Chair before the posting is closed.

7. Interviews of candidates shall be conducted if at least three (3) Commissioners submit a request to the County Administrator no later than one (1) week following receipt of submitted candidate information. All Commissioners may participate in the interviews. All candidates shall be presented to the Personnel Committee for consideration following the completion of interviews, if interviews take place. All candidates shall be listed within a "Whereas" section within the resolution. The Board Chair's recommendation shall be noted within a separate "Whereas" section within the resolution.

8. The Personnel Committee may make a selection and recommend the resolution to the full Board of Commissioners and shall take into consideration the Board Chair's recommendation. More than one candidate per open position may be recommended by the Personnel Committee. Candidates recommended by the Personnel Committee shall be listed in an allotted space within a separate "Whereas" section. If the Personnel Committee does not approve a resolution for recommendation to the full Board of Commissioners, then the position shall be reposted.

9. When the recommended resolution is presented to the full Board of Commissioners for full Board approval, following full Board discussion, votes will be taken for each position, eliminating the lowest vote nominee until one candidate receives five votes.

10. The provisions in this Resolution that conflict with State statute(s) pertaining to the nomination, selection, or qualifications of citizens for Board appointed committee/board positions shall be null and void.

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MOVED:
SECONDED:
CARRIED: