

Policy Manual

Appointment Process to County Boards and Commissions

Introduction

Boards and Commissions are created, either through mandate or the will of the Leelanau County Board of Commissioners, to aid them in the policy development and decision-making process. The County Board seeks well-qualified residents who can add expertise and show commitment to the challenges that the Board faces.

This document outlines the scope of the ongoing boards and commissions and establishes an appointment process, including the notification letter and terms of office.

Existing Boards and Commissions

1. Area Agency on Aging Board of Directors (1 member / 2-year term)
2. Bay Area Transportation Authority (BATA) (2 members / 3-year term)
3. Benzie-Leelanau Health District Board (3 member / 2-year term)
4. Benzie-Leelanau Environ. Health Board of Appeals (3 members / 2-year term)
5. Commission on Aging (7-10 members / 3-year term)
6. Community Corrections Board (1 members / 2-year term)
7. Construction Code Board of Appeals (5 members / 2-year term)
8. Economic Development Board (9 members / 6-year term)
9. Family Independence Agency (2 members / 3-year term)
10. Farmland Preservation Board (11 members / 3-year term)
11. Northern Lakes Community Mental Health Authority (2 members / 3-year term)
12. Northern Substance Abuse Service (1 member / 3-year term)
13. Northwest Michigan Human Services (1 member / 1-year term)
14. Northwest Regional Airport Commission (2 members / 3-year term)
15. Parks and Recreation Commission (10 members / 3-year term)
16. Planning Commission (11 members / 3-year term)
17. Solid Waste Council (9 members / 2-year term)
18. Veterans Affairs Committee (1 member / 2-year term)
19. Workforce Development Board (2 members / 2-year term)

See attached chart for additional information on the various Boards and Commissions.

Appointments – Boards and Commissions

The term of office for all appointments to boards and commissions shall begin on December 31, except as otherwise required by law. A listing of openings and vacancies, including expiring terms of the various County Government boards' and commissions' members will be published in February and September of each year and will contain a statement of the Board of Commissioners' commitment to secure qualified and interested citizens to participate in public service through appointment to the various boards and commissions. A brief narrative description will be included for each board and commission as well as the location(s) where the applications are available, and the appointment policy/procedures utilized by the County Board, etc. The listed information will be made available to the public at the Leelanau County Administrator and Clerk's office. The information will also be made available to the public through Township and Village Clerks.

In addition, during October of each year, the County Board of Commissioners will notify citizens of all openings on boards and commissions for terms commencing in December of that year using some or all of the following methods:

- News releases to newspaper, radio, television
- Notice of vacancies during County Board meetings/recorded in minutes
- Notice sent to all township and village governing bodies, with a notice detailing the desire of the County Board for citizen participation in County Government.

Eligibility Requirements

To be considered for nomination/appointment, a citizen must be a resident of Leelanau County, a registered voter, and have an application on file with the Leelanau County Administrator's office. All applications will be received by the Administrator's office and forwarded to the appropriate board or commission as an information item.

County Commissioners may be appointed to serve on boards or commissions where such service is not prohibited by law or is mandated by law. Normally, however, citizens will be sought to serve as the preferred alternative. Commissioners appointed to serve on boards and commissions shall be appointed annually and shall be deemed to serve by virtue of their position as a County Commissioner. For such Commissioners, said appointment shall continue only so long as the Commissioner continues in office. At the point a Commissioner so appointed vacates the office of County Commissioner, all appointments enjoyed by virtue of that office shall also terminate.

To maximize opportunities for citizen participation, a citizen may normally serve on only one (1) board or commission at any given time. Further, a citizen can serve only three (3) consecutive full terms on a particular board or commission. For purposes of applying this policy, partial terms shall not be considered as part of the three full term limit; i.e., a citizen appointed to a partial term may serve three (3) consecutive full terms

subsequently. A citizen retiring after three full terms may be reappointed to that same board or commission after a one-year abstention. The terms of office and attendance patterns will be closely monitored so that a broader selection of citizens is represented and those appointed are “active” board members.

Appointment Procedure – Full Term Vacancies

The application form (see attached) is standard for all openings and indicates the deadline for submission to the County Administrator is October 31, for openings to be considered by the Executive Committee at its November meeting. Appointments will only be made from those nominated by the Executive Committee.

The application and all supporting documents of all applicants will be made available to the Executive Committee in advance of the regular Executive Committee meeting in November of each year. The Executive Committee will recommend to the Board, the appointment of those candidates it feels appropriate. Appointments to boards and commissions shall be made by motion upon the recommendation of the Executive Committee during the County Board’s regular meeting in November. In a case where no applicants for a board or commission are on file, the procedure may be delayed for one (1) month, during which the public will be notified of the need for new applicants.

The appointments made in November at the regular County Board meeting are for terms commencing on December 31. Commissioners are appointed/re-appointed at the Organizational Meeting in January. If another term of office (not on a calendar year) is anticipated, this is noted on the application form.

Appointment Procedure – Partial Term Vacancies

Openings on boards or commissions for partial terms will be filled by the following procedure: upon the request of the Board, an official appointment list of applicants (those on file, plus any new applicants) will be compiled by the County Administrator’s office and sent to the Board of Commissioners. At any regular Board meeting, upon the recommendation of the Executive Committee, appointments will be made only from those names appearing on the official appointments list, to fill partial term openings. In the event the official list contains no qualified applicants for current partial term openings, a special limited purpose advertisement may be placed in the newspaper, containing information similar to that published annually in February. In the event the partial term vacancy can only be filled from a special category such as “elected officials,” a direct notice to eligible appointees may be substituted for a limited purpose advertisement. The applications resulting from said advertisement or notice will promptly be added to the official list.

Notice of Appointments

The successful applicants are notified of their appointment in a letter from the County Administrator and of the necessity to file an oath of office with the County Clerk within the required time period.

Unsuccessful applicants are also notified and asked if their credentials should be kept on file for a second year. The unsuccessful applicant is expected to respond in writing.

The roster of applicants is kept by the County Administrator and is available for review if an unexpected vacancy occurs.

Recognition of Service

At the conclusion of a term of service, the Chair of the County Board will recognize the retiring Board/Commission member by sending a letter or a certificate of service thanking the individual and expressing the appreciation of the Board of Commissioners.

Conflict of Interest

If any provision of this policy is in conflict with state law, with respect to terms, qualifications, method of appointment, or any other factor relative to the appointment, said provisions shall be deemed repealed, and the remainder of the policy shall continue in force.