

RESOLUTION

NO: 2023-03-033

LIVINGSTON COUNTY

DATE: March 13, 2023

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## **Resolution Amending Resolution 2021-06-095 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, County Administration shall be responsible for updating 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. A list of members' terms scheduled to expire in the current year will be given to each committee member at the first Personnel Committee meeting of the year.
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. A posting is required if the impending vacancy is to be filled by a member of the public and not by another rule, resolution, or State statute. 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 that date of closure. These notices shall be posted at: <https://www.livgov.com>. Commissioners shall receive notice of a posting opening and closing, for the duration of the posting, via the Administrator's newsletter. Department heads involved in the management of a board or committee 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 Boards/Committees that operate under separate rules, resolutions, or State statutes, County Administration shall provide all Commissioners the following on all non-incumbent candidates applying for a new term: (incumbents need only give a letter of interest to continue serving)
  - a. Their name, home address, phone number, and email address.

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- 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.
4. For Boards/Committees operating under separate rules, resolution, or State statute, County Administration, shall provide the Personnel Committee, and Board Chair with names they are placing in nomination not later than 4-weeks prior to the Personnel Committee meeting that will consider selection of candidates to be submitted to vote by the full Board of Commissioners. No later than one week following closing of a posting, County Administration shall provide all commissioners with applicants'/nominees' names and supporting documentation.
  5. 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.
  6. For Boards/Committees not operating under separate rules, resolution, or State statute, upon the advice of County Administration and Department Heads, the Board Chair may select one nominee. All documentation regarding the nominee will be provided to the Personnel Committee in their agenda package.
  7. For Boards/Committees not operating under separate rules, resolution, or State statute, any County Commissioner may submit name(s) for nomination to County Administration, the Personnel Committee, and Board Chair before the date of a posting is closed.
  8. 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.
  9. Upon the advice of County Administration and Department Heads, any three Commissioners who want to be involved in interviewing the candidates, no later than one (1) week following receipt of candidate names and information, may request County Administration to conduct interviews of any candidate(s). County Administration, upon the advice of Department Heads, may on its own elect to conduct interviews and shall inform all commissioners no later than one week following receipt of candidate names and information.
  10. If interviews are conducted under paragraph 11, all Commissioners may participate in the interviews.
  11. If interviews are conducted under paragraph 11 or 12, County Administration, 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.
  12. The Personnel Committee shall vet the nominee(s). As part of the final process, if no formal interviews have been conducted, the chair of Personnel Committee may request attendance of any nominee(s) at a committee meeting for open questions and interview.

13. Upon completion of the vetting process the Personnel Committee may:
  - a. Advance the Board Chair's nominee, if there is one, to the full Board for final selection; or
  - b. Choose up to two candidates (one may be the Chair's nomination) for each position to be filled. to be advanced to the full Board.

The full Board would then select the appointment from the two vetted candidates. The Board may also, with two thirds vote, add other nominees to the list to be considered.
14. When presented for full Board approval, if more than one nominee has been advanced, all names shall be advanced together for discussion. If there has been no formal interview process to this point, the Chair of the Board may request attendance of individual nominees for open questions and interview as part of the final selection process. After full Board discussion, votes will be taken for each position, eliminating the lowest vote nominee until one candidate receives five votes.
15. 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:** F. Sample  
**SECONDED:** D. Domas  
**CARRIED:** Yes (8): F. Sample, D. Helzerman, D. Domas, W. Nakagiri, J. Drick, R. Deaton, M. Smith, and N. Fiani;  
No (1): J. Gross; Absent (0): None