

RESOLUTION NO. R19-2838

*Official Resolution of the Board of Commissioners
Macomb County, Michigan*

**RESOLUTION ADOPTING PROCEDURES FOR THE BOARD OF COMMISSIONERS
APPOINTMENT TO MACOMB COUNTY BOARDS/COMMISSIONS/COMMITTEES**

The Macomb County Board of Commissioners offers the following resolution:

WHEREAS, the Government Oversight Committee of the Macomb County Board of Commissioners created a Boards/Commission Workgroup for the purposes of reviewing and updating the Procedures for the Board of Commissioners Appointments to Macomb County Boards/Commissioners/Committees; and

WHEREAS, this Workgroup was chaired by Commissioner Kraft, included members of Board staff, and was attended by Commissioners; and

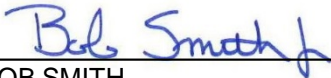
WHEREAS, all regular meetings of this Workgroup were open to the public and complied with the Open Meetings Act; and

WHEREAS, this Workgroup reviewed the Board's current procedures, compared policies from neighboring counties, discussed strengths and weaknesses and, through that process, identified revisions; and

WHEREAS, this Workgroup presented a recommendation to the Government Oversight Committee on February 25, 2019; and

WHEREAS, this Workgroup recommends that the updated Procedures for Board of Commissioner Appointments to Macomb County Boards/Commissioners/Committees be recommended by the Government Oversight Committee to the Full Board for adoption.

NOW, THEREFORE, BE IT RESOLVED that the attached Procedures for Board of Commissioner Appointments to Macomb County Boards/Commissioners/Committees is adopted by the Board of Commissioners and is effective immediately.



BOB SMITH
Chair, Macomb County Commission



FRED MILLER
Macomb County Clerk / Register of Deeds

Adopted: March 13, 2019

Procedures for BOC/Board Chair Appointments to Macomb County Boards/Commissions/Committees

I. Advertisement of Openings

- A. Upcoming vacancies for boards/commissions/committees positions are posted (at least) 90 days in advance on the county website and via other digital media channels.
- B. Notification of upcoming vacancies for boards/commissions/committees is communicated to commissioners.
- C. Notice of acceptance of applications for boards/commissions/committees is shared via News Release.
- D. Notice of upcoming vacancies shall include description of function, membership requirements, any per diem paid, term of appointment, method of appointment, application instructions and due date of materials, date of interview opportunity, date of expected appointment and how to find more information.

II. Board/Commissions/Committees Web Page (inclusive of all other digital media)

- A. The Boards/Commissions/Committees web pages are maintained by BOC Staff
- B. Information included on the web pages includes a complete list of boards/commissions/committees over which the BOC has appointment authority.
- C. Descriptive detail regarding function, origin, position descriptions, term length, term expiration, per diems, meeting frequency and schedule (if possible), method of appointment and contact information is included for each board/commission/committee.

III. Application Materials

- A. The Application for Appointment is a fillable, pdf format document available on the BOC website.
- B. Applicants must include any required documentation per statute and may include non-mandatory items such as a resume, letter of intent and/or letter of reference.

IV. Application Procedure

- A. Anyone interested in appointment or reappointment is required to fill out the Appointment for Application. The Appointment for Application, and any application materials, shall be submitted to the Board of Commissioners' committee which oversees boards/commissions/committees by a due date which allows compliance with Meeting Notice requirements, as outlined in the Board Rules.
- B. If application materials are received after the posted due date, commissioners may reserve the right to consider acceptance of tardy applications.
- C. Application materials and a summary shall be included in the Agenda Packet which is publicly available.
- D. Candidates shall be invited to attend the meeting of the committee which oversees boards/commissions/committee appointments for an interview opportunity during the public meeting.
 - 1. Interview opportunity attendance shall not be mandatory, but participation is strongly recommended.
 - 2. A response to the invitation to the interview opportunity is expected; if the candidate declines to attend, does not express interest or make arrangements to attend an alternate meeting, the confirmation or appointment may be denied.

V. Appointment

- A. Appointment(s) shall be made at a Full Board meeting following the committee meeting at which the interview opportunity is held. Applicants are welcome to attend the Full Board meeting, but their presence is not required.
- B. All candidates will be notified of the outcome of the appointment vote via a communication from the Board Chair.
- C. Notice of the appointment will be provided to the appropriate departmental or agency representatives and a copy of the appointment materials shall be kept on file at the Board of Commissioners office.

VI. Expectations

A. It is expected that boards/commissions/committees to which the Board of Commissioners appoints members utilize the Macomb County agenda management system and comply with statutes having to do with the conduct of meetings.

B. Appointees are expected to attend, in person, a minimum of 50 percent of scheduled meetings during the calendar year.

1. Any appointee whose absences exceed the allowable amount shall be removed from the board/commission/committee.

2. Boards/commissions/committees will be provided with an attendance tracking mechanism which is updated regularly and shared with the Board of Commissioners.

C. Any member of a board/commission/committee that is convicted of a felony while serving his/her term is subject to removal.

D. Boards/commissions/committees are expected to provide a written report to the Board of Commissioners at least once per calendar year.

1. The report will be presented to the Board of Commissioners at a scheduled meeting.

2. At least one member of the board/commission/committee will appear at the meeting to introduce the report and answer questions.

3. The Board of Commissioners' staff will make arrangements for the committee appearance.

###