

**RESOLUTION NO. 2011- 191**

**A RESOLUTION ESTABLISHING STANDARD POLICY ON BOARD AND COMMITTEE APPOINTMENTS**

WHEREAS, Lewis & Clark County relies on many citizen volunteers who serve on boards and committees; and

WHEREAS, the very nature of local government centers on providing meaningful access and participation in the operation of the affairs of the County; and

WHEREAS, Lewis & Clark County has operated with an informal Board Appointment Policy in the past; and

WHEREAS, it is the desire of the Lewis & Clark County Commission to operate under a uniform Board Appointment Policy and make available the Policy for public review.

NOW, THEREFORE BE IT RESOLVED:

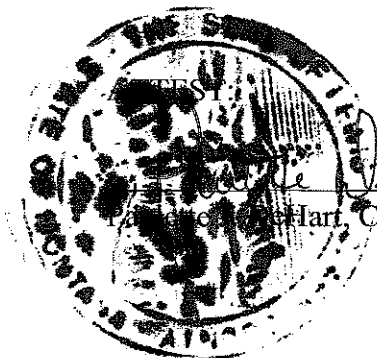
1. The Lewis & Clark County Commission hereby confirms the creation of the Lewis & Clark County Policy on Board and Committee Appointments; and
2. The discretion to appoint members of the public to serve on Boards and Committees shall reside with the Lewis & Clark County Commission; and
3. All boards and committees under the jurisdiction of the Lewis & Clark County Commission shall conform to the requirements contained in the Policy on Board and Committee Appointments.

DATED this 1<sup>st</sup> day of December, 2011.

LEWIS & CLARK COUNTY  
BOARD OF COMMISSIONERS



Derek Brown, Chairman



## **Lewis and Clark County Policy Board and Committee Appointments**

To function efficiently and effectively, Lewis and Clark County depends upon many citizen volunteers who serve on appointed boards and committees. The very nature of local government centers on the myriad of tasks these volunteers provide to their fellow citizens.

This policy addresses recruitment and selection of citizens to serve on county boards and committees as well as general principles regarding the conduct of meetings and terms and requirements of appointments.

### **Recruitment and Selection**

The Commission Office will keep an updated list of all board members, dates of service for individual members, and expiration of current terms readily available online for interested citizens. Prior to the expiration of a term of office for a member or immediately upon notification of a vacancy, a news release will be prepared seeking applicants for the position. Interested citizens will complete an application form which will be reviewed by the Commission. Applicants may be asked to interview for the position by the Commission. When the Commission has made an appointment they will notify the successful applicant, the unsuccessful applicants, and the Chair of the respective board or committee. In the event that an appointment is not made by the next regularly scheduled board or committee meeting, the current member may continue to serve until an appointment is made.

For joint appointments made by the City of Helena and Lewis and Clark County, the Mayor of the City and the Chair of the Board of County Commissioners will consult and recommend to their respective commissions a citizen for appointment.

It is the responsibility of the Chair of the respective board or committee to provide the new member with necessary materials such as bylaws, minutes, relevant policies, etc. to function effectively. Clerical assistance may be requested from the Commissioners' office.

### **Terms of Office**

Most terms of office for county boards and committees are defined in state law. In Lewis and Clark County, the Board of County Commissioners give preference to new applicants for a board position when an incumbent member has completed two (2) terms or six (6) years, whichever is longer. This does not preclude the Commission from making re appointments of incumbents seeking additional terms for the appointment of board members serving at the sole discretion of the Board of County Commissioners. Appointment of incumbents to more than two (2) terms may, at the discretion of the Commission, be for less than the full term. Past or current service on a board does not confer any special privilege or right to be re appointed as the designated County Representative on any board subject to appointment by the County Commission.

### **Conflict of Interest**

To the extent possible, the Commissioners will avoid appointing individuals who may have or appear to have conflicts of interest. However, instances may arise where a member may have a conflict. In such instances, the member must state the conflict and abstain from taking action on



the issue. A conflict of interest is a situation where an individual has an opportunity for direct or indirect personal or financial gain as a result of their membership on a board or committee or as a result of an official action taken as a member of a board or committee.

### **Board Travel**

From time to time, it is necessary for board members to travel on behalf of the county. Travel expenses are to be budgeted for in the same manner as all other board and department expenses. Travel reimbursements shall be limited to transportation costs, lodging, meals and conference fees, and any other such costs as may be necessarily incurred in the course of attending to the business of Lewis and Clark County. Reimbursement will be made in a manner consistent with the claims policy of Lewis and Clark County.

### **Meeting Attendance**

It is important that members attend regular and special meetings called to carry out the business of boards and committees. Unexcused absences from three consecutive regular meetings or twenty-five percent of all meetings held during a year will constitute a vacancy, and the Chair will notify the commission that a vacancy exists.

### **Board Meetings**

All board and committee meetings are open to the public. Agendas of regular meetings shall be distributed in accordance with applicable bylaws and/or statutory requirements, including distribution to the newspaper, library, board members and the commissioners' office. Every effort will be made to post copies of agendas online in advance of all board and committee meetings. Each agenda must include a provision for public comment. Copies of all meeting minutes shall be mailed to all members of the board or committee and the Commissioners' office.

Policy Adopted by BoCC on December 1, 2011

