

BOARD/COMMITTEE APPOINTMENTS BY THE NOBLES COUNTY BOARD OF COMMISSIONERS

PURPOSE

To create a procedure by which the Nobles County Board of Commissioners appoints citizens who wish to serve their community.

POLICY

1. All Board and Committee vacancies shall be advertised in at least 1 (one) newspaper in the county.
2. Citizens interested in serving on a board/committee shall complete a written application form (available from County Administration) before being considered for nomination. The County Administration Office will forward a copy of the completed application to the staff person/chairperson for each committee of interest in appointment so they may get input from the Board/Committee before the County Board makes the appointment.
3. The County Board will be notified of all Board/Committee vacancies and shall make every effort to make appointments during the month for which the current appointment expires.

Unexpired Terms: the County Board intends to make appointments to fill unexpired terms, created by resignation, removal, or other causes, as expeditiously as possible.

4. The Nobles County Board of Commissioners shall make all appointments by giving due consideration to the needs of Nobles County in conjunction with available applications for appointment, and strive to have an appropriate mix of race, gender, and geographical location when applicable and possible.
5. New board appointees shall be oriented by the staff person/chairperson of the Board or Committee.
6. Appointees will be required to sign an oath of office and the attendance requirement statement on the back of the "Application for Appointment to Nobles County Advisory Boards and Commissions".
7. The Nobles County Board of Commissioners requests that all Boards to which they make appointments adopt a timely communication procedure and schedule, and provide copies of all minutes so that the County Board may be informed at all times concerning county business.

Attachment: Application for Appointment to Nobles County Advisory Boards and Commissions

APPLICATION
CITIZEN ADVISORY COMMITTEE/BOARD APPOINTMENT

Name: _____

Address: _____

Phone # Home _____ Work _____

E-mail Address _____

Employer _____

Employer's
Address _____

How long have you lived in Nobles
County? _____

What Commissioner District do you live
in? _____

What Committee(s)/Board(s) are you interested in serving on?

Are you related to any Nobles County Commissioner or to any member on the
Committee in which you are interested? If so, give name and relationship.

What background, skills, interests, and/or experience would you bring to this
committee/ board that will help in achieving its objectives? (Attach additional
pages, if necessary)

Are you currently serving on any other Nobles County Citizen Advisory
Committee/Board? If so, name of the Committee/Board:

PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY

RETURN THIS COMPLETED APPLICATION FORM TO:

**Nobles County Administration
Nobles County Government Center
P.O. Box 757
Worthington, MN 56187
Fax 507-372-8363
administration@co.nobles.mn.us**

This application will be kept on file for 12 months.

ATTENDANCE POLICY

An appointee who is absent for three consecutive meetings or 50% of the meetings automatically forfeits membership on the committee and the position becomes vacant until the County Board takes action to fill the vacancy. The automatic removal requirement applies during the term of appointment and covers any consecutive 12-month period of time.

The policy provides no accommodation for an “excused” absence or absences with prior notice. Any absence (excused/un-excused) qualifies for the purposes of this policy.

Where an “individual or his/her designee” is appointed to a committee, either person may be noted as present. If an appointee will be absent from a meeting, he/she cannot send someone to vote in his/her place unless the appointment also included “or his/her designee.” When an appointee does not have an approved “designee” and the appointee sends someone to take the appointee’s place at a meeting, the appointee will be marked as absent (this may vary by Committee and at County Board discretion).

County staff is to notify the County Administrator if an appointee has excessive absences, in accordance with this policy. The County Administrator, after consulting with the Board Member from the district of the appointee or with all members in case of an at-large appointment, notifies the appointee (in writing) that he/she has missed three meetings and has forfeited membership on the committee. Solicitation of candidates for filling vacancies as a result of removal of an appointee is handled through the Open Appointments Policy. An individual who has been removed may be reinstated as a member upon recommendation by a Board member and approval of the County Board.

Appointees to the following committees who miss three consecutive meetings, or more than 50% of the meetings, are not eligible for reappointment:

1. Extension Committee
2. Library Board
3. Personnel Board of Appeals
4. Park Board
5. Planning Advisory Commission
6. Zoning Board of Appeals

Semi-annual attendance reports shall be submitted by the appropriate departments to the County Administrator for each committee where members received per diems. A uniform attendance report form shall be used which includes each appointee’s name, date of original appointment, length of appointment, term limits (if any) and the attendance record. The County Administrator of the Board shall transmit the attendance reports to the County Board.

Meetings for individual committees shall be in accordance with the Open Meeting Law: Minnesota Stat. 13D.01 subds. 1, 2, 4 and 5. Closed meetings may be held as authorized by Minnesota Stat. 13D.03 and the County Administrator shall be in attendance to provide administrative support.

Signature