

Appointments to Advisory Boards

Purpose

The purpose of this policy is to establish procedures for appointments to state-mandated and county-developed advisory boards, committees, commissions or task forces (“Advisory Boards”). This policy applies to all county department heads, Advisory Boards, and county staff responsible for support to Advisory Boards.

Procedures

Roles

Board of Commissioners Office/Administration - Board of Commissioners’ executive staff are responsible for managing the volunteer applications, posting vacancies on the county website, maintaining current Advisory Board rosters, and adding appointment recommendations to the Board of Commissioners’ Formal Session Agenda.

Advisory Board Staff - Department heads or designee, and in some cases Advisory Board chairs, are responsible for meeting agendas, meeting minutes, notices, meeting schedules, onboarding/training of new members, reviewing and recommending updates to bylaws, and providing updates to Liaison Commissioner and the Board of Commissioners.

Advisory Board Rosters and Application

- The Board of Commissioners’ Office maintains a centralized roster of Advisory Board members, initial appointments, and term expiration dates. Rosters will also be made available for view on county website.
- Advisory Board Staff must maintain a current list of members of Advisory Boards and term expiration dates related to Advisory Boards within their department.
- Advisory Board application forms shall be available in the Board of Commissioners’ Office and on the county website – Volunteer Opportunities page.

Vacancy

- Advisory Board Staff must inform the Board of Commissioners’ Office of any vacancy that has occurred or is expected to occur, not less than one month before the expected vacancy to allow time for posting and recruitment.
- In situations where a vacancy occurs unexpectedly, Advisory Board Staff will inform the Board of Commissioners’ Office immediately.
- When a vacancy occurs on an Advisory Board, the Board of Commissioners’ Office will post the vacancy notice on the county website. Notices about the vacancy may also be sent to media.
- Interested groups may also be advised of the vacancy.

- Vacancies shall be posted for at least 10 working days and remain posted until either the predetermined application deadline has lapsed, or the appointment has been approved by the Board of Commissioners.

Review of Applications

- Applications are to be submitted to the Board of Commissioners' Office and staff will forward applications received to the department head or designee.
- Department heads or designees, and Advisory Board members will conduct a review of applications received for vacant Advisory Board positions, as per their bylaws.
- Advisory Boards shall follow the process outlined in their bylaws for making appointment recommendations to the Board of Commissioners.
- Recommendations for appointment must be submitted to the Board of Commissioners' Office for preparation for review and approval by the Board of Commissioners.

Appointment/Reappointment by Board Order

- All Advisory Board members serve at the pleasure of the Board of Commissioners and appointments and reappointments are subject to the approval of the Board of Commissioners.
- All appointments and reappointments to Advisory Boards will be made by formal action of the Board of Commissioners by board order.
- Each application and a full roster of members of the Advisory Board to which a member is being appointed or re-appointed will accompany the board order.
- This list will include the members' city or area of residence and/or work addresses and information on represented positions.
- When a new appointment is made to fill a vacancy for an unexpired term, the new appointment will be for the remainder of the unexpired term.
- The Advisory Board Staff is responsible for presenting appointees to the Board of Commissioners for approval.
- Appointees may be invited to attend the Board of Commissioners' Formal session where their appointment is considered for approval.
- Following the Board of Commissioners' Formal session at which an appointment is made, the Board of Commissioners' Office shall send a letter to the individual informing them of the appointment and the date upon which the term of appointment will expire.
- A copy of the order of appointment and "A Quick Reference Guide to Oregon's Public Meeting Law" will be enclosed with the letter.
- A copy of the appointment letter and order will be retained by the Board of Commissioners' Office.

Participation

- It is expected that all Advisory Board members actively participate in the work of their appointed Advisory Board.
- The Board of Commissioners expects each Advisory Board to establish participation requirements in its bylaws that support the purpose of that group. Advisory Boards shall review bylaws on an annual basis. Updates and recommended changes to bylaws are to be forwarded to the Board of Commissioners' Office for consideration.. Bylaws may only be amended by formal action of the Board of Commissioners by Board Order.

Orientation and Training

- Appointees shall receive an orientation and training from the Advisory Board Staff.
- Orientation and training will include other pertinent policies and procedures concerning the service they may render, copies of the applicable Advisory Board bylaws, and any state laws relating to ethics, public meetings, and public records. These trainings will include information on applicable county policies and procedures, state laws regarding public meetings, ethics, public records, and other information relevant to the appropriate and effective conduct of Advisory Board meetings and business.
- An Advisory Board's scope is defined when the Advisory Board is created and may be amended only by formal action of the Board of Commissioners by Board Order. Recommendations and actions of an Advisory Board must be limited to matters within the Advisory Board's scope.
- Members and prospective members serving on Advisory Boards are considered "public officials" under Oregon law and must comply with all applicable laws, including Oregon ethics laws and avoid any actual or potential conflicts of interest or abuse of office.

Expiration of Term

- The chair of an Advisory Board or Advisory Board Staff may contact an Advisory Board member whose term is due to expire to determine whether they are willing to accept reappointment to the position.
- If the Advisory Board member is interested in reappointment, Advisory Board Staff will initiate the process outlined in Appointment/Reappointment by Board Order.
- If the Advisory Board member is not interested in reappointment, the Advisory Board Staff shall follow the process outlined in Vacancy.

Resignation

- A member of an Advisory Board shall submit their resignation in writing to the chair of the Advisory Board or Advisory Board Staff on which they serve.
- The chair will forward a copy of the resignation to the Advisory Board Staff.
- Advisory Board Staff will forward a copy of the resignation to the Board of Commissioners' Office.

Release from Service

- All Advisory Board members serve at the pleasure of the Board of Commissioners. The Board of Commissioners may remove an Advisory Board member on its own motion or upon recommendation of the Advisory Board when it determines it is in the best interests of the advisory board or the county to do so. Removal of an Advisory Board member requires formal action by the Board of Commissioners.
- Should it become evident to the chair, vice chair, or staff of any Advisory Board that a member has not attended meetings as necessary or failed to perform such other reasonable functions as required by the bylaws or requested by the chair/vice chair or staff, this fact shall be brought to the attention of the Board of Commissioners. The Advisory Board shall also include a recommendation as to whether the member's term of appointment should be terminated.

Accepted by Yamhill County
Board of Commissioners on

6/17/21 by Board Order
B.O. 21-245