

**In the Matter of Updating Policy Related)
to the Membership and Appointments)
on Klamath County Advisory Boards,)
Commissions, Committees, and Task)
Forces)
_____)**

RESOLUTION No. 2016- 017

WHEREAS: Klamath County has a number of Advisory Boards, Commissions, Committees, and Task Forces in which the Klamath County Board of Commissioners are required to appoint members; and

WHEREAS: the Klamath County Board of Commissioners desire to allow as great of a public and citizen participation on Advisory Boards, Commissions, Committees, and Task Forces as possible; and

WHEREAS: it is necessary for Klamath County to have a procedure to ensure that there is proper rotation of membership and consideration of appointments given to all applicants; and

WHEREAS: exempted from this policy are those Boards, Commissions, Committees, and Task Forces which are empowered under law to be organized in any special way; and

WHEREAS: Klamath County Board of Commissioners recommend each Board, Commission, Committee, and Task Force establish their own individual set of by-laws; and

NOW, THEREFORE, IT IS HEREBY RESOLVED: that the following shall be Klamath County's updated policy relating Advisory Boards, Commissions, Committees, and Task Forces; and Resolution No. 88-141 is repealed in its entirety.

1. Once a vacancy or vacancies have been established and properly noticed, interested individuals must submit an application for appointment on the specific application, provided by the Klamath County Board of Commissioners (Klamath County web-site), directly to the Klamath County Board of Commissioners office, not through the existing Board, Commission, Committee, or Task Force, by the expiration date.
2. No application will be considered by the Klamath County Board of Commissioners until after the expiration date noticed for the vacancy made by the Board, Commission, Committee, or Task Force.
3. All applicants must answer all questions on the application or provide an explanation as to why the questions were not answered.
4. Upon receipt of an application(s), Klamath County Board of Commissioners' staff shall deliver the application(s) to the existing Board, Commission, Committee, or Task Force.
5. The existing Board, Commission, Committee, or Task Force members shall review the application(s) and provide their recommendation for appointment(s) to the Klamath County Board of Commissioners.

6. A person shall not serve on more than one Board, Commission, Committee, or Task Force without prior exception from the Klamath County Board of Commissioners.
7. If only one application is provided and there is only one vacancy, then the Klamath County Board of Commissioners may appoint the sole qualified applicant to the vacant position.
8. If more applications are received than available vacancies, then Klamath County Board of Commissioners may choose to go through an interview process for all applicants.
9. The matter will be scheduled for the next available public business meeting, additional public comment can be taken. The Commissioners will then use the information obtained from the interviews, recommendation of the existing members, and any public comment and make the appropriate appointment(s). An Order of Appointment will be signed.
10. Klamath County Board of Commissioners' staff will forward signed copy of Order of Appointment to the affected Board, Commission, Committee, or Task Force as well as the appointed applicant(s).
11. Members shall serve no more than two full consecutive terms on any Board, Commission, Committee, or Task Force without prior exception from the Klamath County Board of Commissioners.
12. After serving two full consecutive terms, an individual shall not serve on that same Board, Commission, Committee, or Task Force, but may immediately serve on a different Board, Commission, Committee, or Task Force
13. A new member is sometimes not immediately appointed; therefore, the serving member may continue to serve until a replacement is appointed.
14. Members must have regular attendance at meetings, therefore; after three (3) consecutive absences, it will be considered that the member no longer wishes to serve and the Board, Commission, Committee, or Task Force may seek replacement.
15. Klamath County employees may not serve as voting members but may serve as advisory members.

Done and Dated on this 9 day of February, 2016.

Klamath County Board of Commissioners,


Chair


Commissioner


Commissioner