



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

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For the meeting of: April 19, 2011

Date: April 13, 2011
To: Board of Supervisors
From: Phillip Smith-Hanes, County Administrative Officer
Subject: Protocol for Board Appointments

RECOMMENDATION(S):

That the Board of Supervisors adopt the attached protocol for appointing members of the public to boards, committees and commissions.

SOURCE OF FUNDING: N/A

DISCUSSION:

On April 5, 2011, your Board considered various options regarding policies and procedures for appointing members of the public to boards, committees and commissions. A draft protocol was presented for consideration on April 12, and the Board directed staff to return today with certain corrections.

FINANCIAL IMPACT:

No financial impact is anticipated from adoption of the attached protocol.

OTHER AGENCY INVOLVEMENT: N/A

Prepared by Phillip Smith-Hanes

CAO Approval

[Handwritten signature]

REVIEW:

Auditor County Council DS Personnel Risk Manager Other

TYPE OF ITEM:

- X Consent
Departmental
Public Hearing
Other

PREVIOUS ACTION/REFERRAL:

Board Order No. G-2, G-2

Meeting of: 4/5/11, 4/12/11

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor Smith Seconded by Supervisor Sundberg
Ayes: Smith, Sundberg, Lovelace, Chenderen
Nays:
Absent: Bass

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: April 19, 2011
By: [Handwritten signature]
Kathy Hayes, Clerk of the Board

ALTERNATIVES TO STAFF RECOMMENDATIONS: Board discretion.

ATTACHMENTS: Updated Protocol

PROTOCOL FOR BOARD OF SUPERVISORS APPOINTMENTS

1. Appointments Covered

Unless a different procedure is prescribed by law or policy, this protocol shall govern appointments of members of the public made by the Board of Supervisors or any individual Board member to boards, committees or commissions, whether formed under the auspices of the County or an outside agency. This protocol shall not apply to appointments by the Board as a whole of individual Board members to represent the Board on outside agency boards or committees, or on County subcommittees.

This protocol is not intended to apply to appointments the Board makes to fill seats on special district boards which are normally elected, nor to restrict the ability of the Board to make emergency appointments as defined in the Maddy Act.

2. Appointments by Individual Board Members

Whenever an authorizing law or policy provides that an appointment of a member of the public to a board, committee or commission may be made by an individual Board member, the Board member making such appointment shall inform the Board as a whole by placing onto the agenda of a Board meeting an item substantially in the form of Appendix 1. Board members shall endeavor to bring such item to the Board in advance of the effective date of the appointment, and at least three days prior to the next meeting of the board, committee or commission to which the appointment is being made.

3. Appointments by the Board as a Body

Whenever an authorizing law or policy provides that an appointment of a member of the public to a board, committee or commission shall be an "at large" appointment by the Board as a whole, the Clerk of the Board shall notify all Board members of the opportunity for such appointment by placing onto the agenda of a Board meeting an item substantially in the form of Appendix 2.

When the opportunity for appointment by the Board arises as the result of an unscheduled vacancy, the Clerk of the Board shall place such item on the agenda of the Board meeting occurring next after the posting of the notices required under the Maddy Act.

When the opportunity for appointment by the Board arises as the result of a scheduled vacancy, the Clerk of the Board may place such item on the agenda of any Board meeting occurring not less than 10 days prior to the scheduled vacancy.

At any time not more than 3 days prior to the Board meeting on which such item is placed, and not more than 7 days following the Board meeting on which such item is placed, any member of the Board may notify the Clerk of the Board that he or she wishes to conduct the appointment according to the procedure outlined in Section 4, below.

If no Board member notifies the Clerk of the Board, within the designated time frame, of a desire to conduct the appointment according to the procedure outlined in Section 4, then any Board member may bring forward an agenda item, upon expiration of any legally-required posting time frames and receipt of one or more qualified applications, asking the Board to make an appointment.

4. Alternate Procedure for Appointments by the Board as a Body

Whenever any Board member notifies the Clerk of the Board, within the time frames provided in Section 3, above, that such Board member desires to utilize the procedure contained in this section, then the Clerk of the Board shall place a second agenda item on the next available Board agenda for the Board to discuss filling the vacancy.

When such an item is brought for discussion by the Board, the topics to be discussed shall include:

- Any special action the Board desires to be taken to solicit qualified applicants for the vacancy.
- How the Board intends to screen applicants for the vacancy, including whether a subcommittee shall be formed for this purpose.
- Whether interviews shall be conducted with applicants for the vacancy and, if so, the date of a special Board meeting for this purpose.
- If interviews are not to be conducted, whether applicants shall be afforded an opportunity to make a presentation to the Board and, if so, the date of the Board meeting at which this shall opportunity shall be provided.
- The date on which the Board expects to consider a motion for appointment.

No appointment shall be made until the date agreed to by the Board following discussion, which date shall be at least 7 days after the date of the discussion.

Regardless of whether a subcommittee is used to screen applications, all applications shall be attached to the agenda item for appointment.

5. Regular Review of Vacancies

In addition to the foregoing, the Clerk of the Board shall bring forward an agenda item to the Board, not less than four times per year, listing all current vacancies on boards, committees and commissions, as well as any vacancies that are scheduled to occur within the three months following the date of the agenda item.

APPENDIX 1 – Format for Board Member Notification of Appointment

Humboldt County Board of Supervisors Agenda Item Transmittal <div style="text-align: center;">Consent</div> From: Supervisor Meeting Date: Time Required:	Contact for Information Name: Kat Hayes Telephone: 476-2396
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Subject:	Informational Report on Appointment of _____ to _____ as _____ <div style="text-align: center;"> (name) (board, committee or commission) (district rep., etc.) </div>
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Summary:	Supervisor _____ provides notice of appointment of _____ to the _____. <div style="text-align: center;"> (name) (name) (board, committee or commission) </div> <p style="text-align: center;"> This appointment will be effective on _____ and shall expire on _____. <div style="text-align: center;"> (date) (date, if applicable) </div> </p>
Requested Action:	Receive and file the report.
_____ Signature	

FOR OFFICIAL USE ONLY	BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT Upon motion of Supervisor _____ Seconded by Supervisor _____ Ayes _____ Nays _____ Abstain _____ Absent _____ and carried by those members present, the Board hereby approves the recommended action contained in this Board report. Dated: _____ By: _____ <div style="text-align: center;">Clerk of the Board</div>
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APPENDIX 2 – Format for Clerk of Board Item



COUNTY OF HUMBOLDT

AGENDA ITEM NO. []

For the meeting of:

Date:

To: Board of Supervisors

From: Clerk of the Board

Subject: Notice of Vacancy on _____
(board, committee or commission)

RECOMMENDATION(S):

That the Board of Supervisors receive and file this report.

SOURCE OF FUNDING: N/A

DISCUSSION:

A vacancy is occurring on the _____. This vacancy is due to [resignation/
(board, committee, commission)

expiration of the regular term] of _____. The vacancy is effective as of _____.
(name) (date)

Unless the Clerk of the Board is notified, not more than three days prior nor more than seven days subsequent to the date of this meeting, of a desire to calendar this matter for further discussion, any Board member may bring forward an item to appoint any qualified person to fill

Prepared by _____ CAO Approval _____

REVIEW: Auditor _____ County Counsel _____ Personnel _____ Risk Manager _____ Other _____

TYPE OF ITEM:
 Consent
 Departmental
 Public Hearing
 Other _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT
Upon motion of Supervisor _____ Seconded by Supervisor _____
Ayes
Nays
Abstain
Absent

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Meeting of: _____

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: _____

By: _____
Clerk of the Board

APPENDIX 2 – Format for Clerk of Board Item

this vacancy. Under the terms of the Maddy Act, the soonest date on which an appointment may occur is _____.
(date)

FINANCIAL IMPACT:

There is no financial impact to receiving this report.

OTHER AGENCY INVOLVEMENT: N/A

ALTERNATIVES TO STAFF RECOMMENDATIONS:

This is an informational item. Any Board member may request that this matter be calendared for further discussion.

ATTACHMENTS: [Resignation letter, if applicable]