

Broadwater County Policy Board and Committee Appointments

To function efficiently and effectively, Broadwater 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 Community Development Office will keep an updated list of all board members, dates of service for individual members, and expiration of current terms readily available for interested citizens. Prior to the expiration of a term of office for a member or immediately upon notification of a vacancy, solicitation for interest will be pursued. Interested citizens will submit a letter of interest. They may include a resume (not required).

Appointments will be made by the Commission. When the Commission has made an appointment, the applicant, board and board Chair will be notified. 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 Townsend and Broadwater 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 six (6) years. 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. Initial terms shall be for one (1) year, thereafter the commission will appoint in staggering terms of two (2) or three (3) years.

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.

Gifts for service are prohibited. No board or member may receive or grant a gift to an individual board member. A board may use the \$50 allowed by law for an annual board appreciate. This expenditure must be approved by a majority vote of the board members and pre-approved by the commission.

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 Broadwater County. Reimbursement will be made in a manner consistent with the claims policy of Broadwater 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. 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 prior to meetings.