

**Administrative Policy – Appointments to Boards and Commissions**

**I. POLICY**

1. **Policy:** The Ottawa County Board of Commissioners will carefully review all applications for positions on boards and commissions, the membership of which is appointed by the Board. To the maximum extent possible, the membership of all boards and commissions for the upcoming year shall be determined prior to December 31 of each year.

**II. PRINCIPLES**

1. **Statutory References:** The Board of Commissioners has constitutional and statutory responsibility for making appointments to a variety of boards and commissions. The Board of Commissioners may establish such rules and regulations regarding the business concerns of the County as the Board considers necessary and proper. See MCL 46.11(m); Act 156 of the Public Acts of 1851, as amended.
2. **County Legislative or Historical References:** The original Board policy on this subject matter was adopted on June 8, 1999.
3. **Operational Guidelines – General:**
  - 3.a. **Notice and Application Process:** By August 30 of each year, the County Clerk shall compile a list of all appointments expiring in the next calendar year (i.e., January 1 through December 31). All upcoming positions and vacancies shall then be posted and advertised by the County Clerk prior to September 30 of each year. The notice shall state that applications to fill the positions may be picked up at the County Clerk’s Office. The notice shall also provide general information (if known) regarding the normal meeting times of the Board or Commission in order that prospective appointees may assess their ability to serve. All applications shall be returned to the County Clerk prior to October 31 of each year.
  - 3.b. **Committee Review and Board Action:** The Board of Commissioners may establish a special committee to review the applications, may review the applications as a committee-of-the-whole, or may assign the task of reviewing the applications to the Board Committee having jurisdiction over the subject matter. The Board of Commissioners and/or any Board Committee assigned a review function may interview any applicant for appointment to a County position. The names of all applicants and Committee recommendations, if any, shall be submitted to the Board of Commissioners, which shall make all appointments for the upcoming year prior to December 31.

- 3.c. Attendance:** Subsequent to selection, all appointees are expected to maintain at least a seventy-five (75%) attendance record at meetings, and to not miss more than three (3) consecutive meetings without acceptable reasons. An appointee may be removed by the Board of Commissioners for failure to meet this expectation.
- 3.d. Residency:** It is the general expectation of the Ottawa County Board of Commissioners that, unless otherwise provided for by law, all appointees will be legal residents and full-time residents-in-fact of the County of Ottawa. On an annual basis, appointees are expected to be physically present as residents-in-fact within Ottawa County not less than nine and a half (9 1/2) months per year.
- 3.e. Variances in Application Policy:** The timeliness and procedural requirements set forth in this policy may be varied by the Ottawa County Board of Commissioners to fill unexpected vacancies, to fill new positions created by law or by the Board of Commissioners, or to assure that appointments are made on a timely basis.
- 4. Fees:** Not applicable.
- 5. Operational Guidelines – Additional:** None appropriate.
- 6. Exceptions:** None appropriate, except as may be required by law.
- 7. Implementation Authority:** Upon adoption of this Policy, the Board of Commissioners authorizes the County Administrator to establish any procedures that may be necessary for implementation.
- 8. Period Review:** The County Administrator will review this Policy at least once every two years, and will make recommendations for changes to the Planning & Policy Committee.

Board of Commissioners Resolution Number: \_\_\_\_\_

Name and Revisions Number: \_\_\_\_\_

Date of Last Review: \_\_\_\_\_

Related Policies: \_\_\_\_\_

Approval as to Form: \_\_\_\_\_

EXHIBIT "A"  
APPLICATION FOR POSITION ON A BOARD,  
COMMISSION, OR ADVISORY BODY APPOINTED  
BY THE OTTAWA COUNTY BOARD OF COMMISSIONERS

Date: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Names: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Information - Home Telephone: \_\_\_\_\_

Work Telephone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Educational and Employment Background:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Length of Residency in Ottawa County:

Does the County of Ottawa or any other unit of government employ any members of your immediate family?

If so, describe:

\_\_\_\_\_

What is your past experience in serving on governmental boards, or the boards of civic and other similar organizations?

---

---

---

The Ottawa County Appointment Policy sets a minimum expectation of 75% attendance for all members of boards and commissions appointed by the Ottawa County Board of Commissioners. If appointed, will you be able to comply with the terms of the Policy with regard to attendance? A copy of that Policy is attached.

If not, why not?

---

---

---

---

Why do you want to be considered for this appointment?

Do you desire to have your name kept on file up to one year in the office of the County Clerk and be sent applications for future appointment openings?                      Yes                      No

If yes, please check the Boards, Commissions or Advisory Bodies you are interested in:

Community Action Agency    \_\_\_\_\_                      Parks & Recreation Commission    \_\_\_\_\_  
Mental Health Board            \_\_\_\_\_                      Others: \_\_\_\_\_  
Workforce Development        \_\_\_\_\_

Return To:    Ottawa County Clerk's Office  
414 Washington Avenue, Room 301  
Grand Haven, Michigan 49417

(616) 846-8324 or (616) 846-8107

**THANK YOU FOR YOUR INTEREST IN OTTAWA COUNTY GOVERNMENT!**