



01.002: Appointment Policy

Effective: 01/29/2025 – RES-2025-0072

Purpose:

The Board of County Commissioners (“BOC”) desires a comprehensive policy for filling appointed positions by the BOC to the various authorities, boards, commissions, organizations, or public bodies as those appointments are allowed or required by Michigan law, County Policy, or past/current practice. This policy is separate from and does not govern processes related to appointing/or hiring county personnel.

Authority and Responsibility:

The Appointments Committee of the Board of County Commissioners.

Application:

The Board hereby implements the following policy and procedures for the process of notification, publication of opportunities, prerequisites, application, selection, nomination, voting, and removal of appointed positions.

Policy:

The following procedure will be used for all public appointments.

1. **Notification:** At least two months prior to the expiration of a term for any position, a list of opportunities will be forwarded to the Appointments Committee (“the Committee”) by the Director of Administration or his/her designee. The Director of Administration will also notify the Chairperson and Chief Administrative Officer of the authority, board, commission, organization, or public body of the expiring term and need to fill the upcoming vacancy.
2. **Approval to Notify:** After review of possible openings by the Committee, approval will be given by a vote of the full Board of Commissioners to notify the public of any appointment opportunities.
3. **Advertisement:** Upon approval, the appointment opportunity will be advertised for 1 month. At minimum, the following entities will be notified and mediums used to announce the upcoming vacancy:
 - a. Notice to all local units of government
 - b. Advertisement on all county social media platforms
 - c. News release to all local media outlets
 - d. Other entities and mediums that will further notify the public of appointment opportunities



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4. **Prerequisites:** Any individuals to be considered for appointment, and those ultimately appointed, by this Board must meet the following prerequisite qualifications :



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- a. Shall be a resident of Genesee County, Michigan, and
 - b. Shall have been a resident of Genesee County, Michigan for not less than one (1) year immediately prior to consideration for appointment, and
 - c. Shall be a citizen of the United States of America and be a current registered voter in the County of Genesee and State of Michigan, and
 - d. Shall not have been convicted of a crime involving deceit, fraud, or dishonesty.
 - e. Shall not be delinquent on fines/fees/taxes to Genesee County.
5. **Application:** Application forms will be on the Genesee County Website. Interested parties may apply up to one year in advance of the expiration date of the current term of desired position. While we encourage use of the online form, applicants without access to the form may also mail the information to our office: "Board Application," 324 S. Saginaw St., Flint, MI 48502. To be considered, answers to the the following questions must be included in the application along with a letter of interest and resume:
 - a. Why are you interested in serving on this board/commission?
 - b. What experience do you have that is related to the work of this board/commission?
 - c. How can you add value to this board/commission?
 - d. What factors in your life might limit your ability to serve?
 - e. What is your philosophy about diversity, equity, and inclusion?
 - f. Do you understand the Board of County Commissioners' priorities and values? Please provide an example of one of the BOC's priorities and values and how it applies to the appointment you are seeking.
6. **Incumbents:** Incumbents are required to apply in the same manner as stated in Section 5 and their application will serve as the person's interest to serve an additional term. The following factors, among others, will be taken into consideration when an incumbent's term is expiring and they wish to continue serving:
 - a. Attendance record
 - b. Length of term already served
 - c. Authority/Board/Commissioninput
7. **Applicant Review:** Once the application period has closed, the Chairperson and Vice Chairperson of the Appointments Committee, along with the Chairperson of the BOC, will meet with both the Director of Administration and the Corporation Counsel to review each application to determine an applicant's eligibility for the appointment to which they are applying. After the above parties determine, to the best of their abilities, that an applicant is eligible for the position, the nominations



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of all eligible applicants will be forwarded to the BOC and ultimately placed on a BOC agenda for action. . During the application review process, the Appointments Committee may determine that interviews of the applicants need to be conducted. To this end, a non-binding assessment of the applicants may be conducted by the Appointments Committee, at their discretion, using a points system based on application questions. If conducted, this non-binding assessment will be shared with the Board of Commissioners.

8. **Selection:** When an appointment is to occur, all applicants deemed eligible for consideration shall be placed in a separate section on the BOC agenda for the first meeting following expiration of the position term, in compliance with Rule 2.3 of the Genesee County Board of County Commissioners' Rules and Procedures. This specific section of the agenda shall include the name of the Authority, Commission, or Organization, the previous appointee and the expiration date of that term, and the length of the subsequent term of appointment.
9. **Nomination:** During a meeting of the BOC , , the names of all eligible applicants who have applied for an appointment, shall be placed into nomination. Nominations may also come from the floor and do not need to be seconded, however, only those people nominated shall be considered for an appointment.
10. **Voting:** After all nominations have been made, a roll call will be taken in which each Commissioner of this Board shall state their vote by name. To be appointed, the applicant must receive a majority vote of the Commissioners elected and serving. If there are more than two (2) applicants for one position, and no applicants receive a majority, the two (2) applicants receiving the most votes will proceed to a second roll call vote. If there is only one (1) applicant, the roll call vote may be suspended, and voice vote can take place.
11. **Notifications to Applicants:** The Director of Administration (or his/her designee) shall notify all applicants via email immediately upon receipt of their initial application. Applicants who submit incomplete applications will also be notified via email as soon as possible as to the incomplete status of their application. The Director of Administration will also provide each applicant within two business days of the submission of their application a thorough description of the appointment process and a timeline for making the appointment for which the individual has applied. Upon the filling of the appointed position by the BOC, the Director of Administration shall at the direction of the Chairperson of the BOC notify all applicants (via email and/or hard copy letter) as to the disposition of their application.
12. **Removal:** Any individual appointed by this Board may thereafter be removed by the vote of a majority of this Board, subject to any legal limitations upon this Board's removal power if:



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- a. It is subsequently determined by this Board that the appointee did not possess all the qualifications required for appointment under Section 4 of this policy.
 - b. For any reason as determined by a majority of this Board.
 - c. It is determined that the appointee serves *ex officio*, and the elected term of office ends, the appointment also ends unless otherwise states within the appointing resolution.
13. **Publication:** On the Genesee County official website, the Director of Administration (or his/her designee) shall publish and keep current a list of the appointments made by this Board. That list of appointed positions shall appear under a tab labeled “Appointments by the Board of Commissioners” at www.geneseecountymi.gov and shall contain: 1) the title of the body, Authority, Commission, or Organization;
- 2) the names of the current appointees; 3) the start and expiration date of the appointment; 4) the compensation rate received as a member; and 5) the meeting frequency (day/time/location) of the body in question.