



01.002: Appointment Policy

Effective: 01/29/2025 – RES-2025-0072

Purpose:

The Board of County Commissioners (“this Board”) desires a comprehensive policy for filling appointed positions by this Board to the various authorities, boards, commissioners, organizations, or public bodies as those appointments are allowed or required by Michigan law, County Policy, or practice. This policy is separate from and does not govern processes related to appointing 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”).
2. **Approval to Notify:** After review of possible openings by the Committee, approval will be given to notify the public of 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
4. **Prerequisites:** Any individuals to be considered for appointment, and those ultimately appointed, by this Board must meet the following prerequisite qualifications and the individual:



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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, 1101 Beach St. Room 312, Flint MI 48502. To be considered, 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's priorities and values?
6. **Incumbents:** Incumbents are required to apply in the same manner as stated in Section 5 and will serve as the person's interest to serve another term. The following factors are taken into consideration when a term is expired:
 - a. Attendance record
 - b. Length of term already served
 - c. Authority/Board/Commission input
7. **Applicant Review:** Once the application period has closed, all applications will be forwarded to all members of the Board. An ad hoc committee of the Appointments Committee, as determined by the Chairperson of the Appointments Committee, will review all applicants to determine if they are qualified based on this policy's prerequisites. As determined by the ad hoc committee, interviews may be conducted. A non-binding assessment of the applicants may be conducted by the ad hoc committee using a points system based on application questions.



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8. **Selection:** When an appointment is to occur, all applicants shall be placed in a separate section on the Board 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, Commissioner, 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 this Board, following along the meeting agenda, Commissioners will discuss the appointive positions that have expired or become vacant, and nominations will be taken for each position. Nominations may come from the floor and do not need to be seconded, however, only those people nominated shall be considered for 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. **Removal:** Any individual appointed by this Board may thereafter be removed by the concurring vote of a majority of this Board, subject to any legal limitations upon this Board's removal power if:
 - a. It is determined by this Board that the appointee did not possess all the qualifications required for appointment by Section 4 of this Policy.
 - b. For any reason as determined by the concurring 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.
12. **Publication:** On the Genesee County website, this Board, or its staff, shall publish, and at least annually update, a list of public 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 normal frequency