

**In the Matter of Updating Policy Related)
to the Membership and Appointments)
on Klamath County Advisory Boards,)
Commissions, Committees, and Task)
Forces)**

RESOLUTION NO. 2024-_____

WHEREAS: Klamath County has a number of Advisory Boards, Commissions, Committees, and Task Forces in which the Klamath County Board of Commissioners are required to appoint members; and

WHEREAS: the Klamath County Board of Commissioners desires to allow as great of a public and citizen participation on Advisory Boards, Commissions, Committees, and Task Forces as possible; and

WHEREAS: it is necessary for Klamath County to have a procedure to ensure that there is proper rotation of membership and consideration of appointments given to all applicants; and

WHEREAS: exempted from this policy are those Boards, Commissions, Committees, and Task Forces which are empowered under law to be organized in any special way; and

WHEREAS: the Klamath County Board of Commissioners requires each Board, Commission, Committee, and Task Force establish their own individual set of by-laws; and

NOW, THEREFORE, IT IS HEREBY RESOLVED: that the following shall be Klamath County's updated policy relating to Advisory Boards, Commissions, Committees, and Task Forces; and Resolution No. 2016-017 is repealed in its entirety.

1. Board of Commissioners' staff shall notice vacancies via news flash/press release, with ample time for the Board of Commissioners to conduct interviews and appoint prior to the actual term date.
3. Once a vacancy or vacancies have been established and properly noticed, interested individuals must submit an application via Klamath County's web-site: www.klamathcounty.org (not through the existing Board, Commission, Committee, or Task Force), by the vacancy notice expiration date.
4. No application will be considered by the Klamath County Board of Commissioners until after the vacancy notice expiration date.
5. All applicants must answer all questions on the application or provide an explanation as to why the questions were not answered.
6. Interviews will be conducted for all **new** applicants. A current member of the advisory board, commission or committee will be included on the interview panel.

7. A person shall not serve on more than one Board, Commission, Committee, or Task Force without prior exception from the Klamath County Board of Commissioners.
8. If only one application is received and there is only one vacancy, the Klamath County Board of Commissioners may appoint the sole qualified applicant to the vacant position **after an interview is conducted**.
9. The matter will be scheduled for the next available Business Meeting where additional public comment can be taken. The Commissioners will then use the information obtained from the interviews and any public comment to make the appointment(s). An Order of Appointment will be signed.
10. Klamath County Board of Commissioners' staff will forward a signed copy of the Order of Appointment to the affected Board, Commission, Committee, or Task Force as well as the appointed applicant(s).
11. All Boards, Commissions, Committees, and Task Forces that are considered to be advisory to the Commissioners are required to provide, at a minimum, semi-annual updates to the Commissioners in a public meeting.
12. Members shall serve no more than two full consecutive terms on any Board, Commission, Committee, or Task Force without prior exception from the Klamath County Board of Commissioners.
13. Members must have regular attendance at meetings, therefore; after three (3) consecutive absences, it will be considered that the member no longer wishes to serve and the Board, Commission, Committee, or Task Force may seek replacement.

Done and Dated on this _____ day of _____, 2023.

Klamath County Board of Commissioners,

Chair

Commissioner

Commissioner