



Citizen Advisory Committees Policy 1.50

Board Approval Date: 02-23-2016

Supersedes Policy Dated: 01-14-1997

Policy

The County Board appoints individuals to various boards, committees or commissions, (hereinafter referred to as advisory committees) which have been established by the County Board or pursuant to Minnesota Statute. Authority for establishment of the committees is prescribed in Minnesota Statutes and in Board policy. The County Administrator will maintain a complete list of committees and their underlying source of creation.

The current list of citizen advisory committees is:

1. Board of Adjustments
2. Community Services Advisory Committee
3. Extension Committee
4. Personnel Board of Appeals
5. Planning Commission
6. Parks and Environment Advisory Committee
7. Economic Development Authority
8. Boundary Commission
9. Hiawatha Valley RC&D
10. Criminal Justice Coordinating Council
11. Stockton-Rollingstone-Minnesota City Watershed District

Role and Purpose of Committees

Each committee serves a statutory, policy, or operational purpose with Winona County. Each committee has specific staff assigned and designated to support its function. The function and reporting relationship to the Board varies from committee to committee.

Committees are established to serve a variety of functions. The fundamental purposes for utilizing committees in support of County Government are:

1. To involve members of the public in the decision making process.
2. To meet requirements of state law.
3. To ask residents to help define community standards and norms.
4. To provide technical expertise in certain areas.
5. To provide an independent sounding board for issues, ideas, and policy matters.

Operating Procedures

The process for recruiting applicants to serve on advisory committees is established by the County Administrator. The recruitment process shall take place annually, during the months of



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November and December. The actual appointments are made by the County Board or, in the case of the Planning Commission, the County Board Chair, with the advice of the County Board as specified in the Winona County Zoning Ordinance.

Individuals appointed by the Board to certain advisory committees receive a per diem reimbursement (established by County Board resolution annually) for attendance at regular or special meetings of such advisory committees unless otherwise stated by the County Board.

Individuals appointed by the Board to advisory Committees may be eligible for reimbursement of travel expenses as outlined in Policy 3.08 Travel Expenses and Reimbursements.

Anyone seeking appointment or reappointment must formally communicate their intention prior to the deadline established by the County Administrator each year. An official application will be made available by the County Administrator and must be completed for members whose terms are expiring and wish to be reappointed as well as any applicants currently not serving on a County advisory committee who wish to be considered for appointment.

Attendance Policy

An appointee who is absent for three consecutive meetings or 50% of the meetings in a 12 month period may forfeit membership on the committee. If the County Board removes a member who has violated this section of the policy the position becomes vacant until the County Board takes action to fill the vacancy. The County Board may consider the desire of the member to continue serving, any mitigating circumstances for the absences, and the recommendation of the committee chair and whether notice was given in advance of the absences in determining if the member should be removed from the committee. The County Board reserves the right to remove a committee member for violation of the attendance policy regardless of the circumstances if they so choose.

Where an "individual or his/her designee" is appointed to a committee, either person may be noted as present. If an appointee will be absent from a meeting, he/she cannot send someone to vote in his/her place unless the appointment also included "or his/her designee." When an appointee does not have an approved "designee" and the appointee sends someone to take the appointee's place at a meeting, the appointee will be marked as absent.

This may vary by Committee and at County Board discretion.

County staff is to notify the County Administrator if an appointee has excessive absences, in accordance with this policy. The County Administrator, after consulting with the Board Member from the district of the appointee or with all members in case of an at-large appointment, notifies the appointee (in writing) that he/she has missed three meetings and has forfeited membership on



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the committee. Solicitation of applicants for filling vacancies as a result of removal of an appointee is handled through an open application process, directed by the County Administrator. An individual who has been removed may be reinstated as a member upon recommendation by a Board member and approval of the County Board.

Appointment Process

Appointments to the Planning Commission and Board of Adjustment will be done in accordance with the Winona County Zoning Ordinance.

With the exception of the liaison from the Board of Adjustment to the Planning Commission, the County Chair will appoint the Planning Commission prior to all other advisory committee appointments being appointed by the County Board.

Following the appointment of the Planning Commission, the County Board Chair, with the input from the Board of Adjustment, shall name one member of the Board of Adjustment to be a member of the Planning Commission.

With the exception of the Planning Commission, all members of advisory committees whose term is expiring will be considered before any new applicants for reappointment to their respective committees. If the member wishes to serve on another committee they will be treated as a new applicant.

New applicants who meet committee requirements and who meet the first advertising deadline will be appointed unless there are more applicants available than positions to fill on any one advisory committee. In that event, consensus of the County Board will be the primary selection criteria.

An applicant not appointed to a committee may be appointed to another committee in which they have expressed official interest once all members with expiring terms who seek reappointment are reappointed and when the pool of initial applicants for the committee have been exhausted.

Notwithstanding the Board of Adjustment liaison to the Planning Commission, an individual will not serve on more than one committee.

Residency Requirements

In the absence of specific legislation required to the contrary, County Board appointees to advisory committees are required to forfeit the appointment upon failure to maintain a principal residence within Winona County. In accordance with the Winona County Zoning Ordinance, appointees to the Planning Commission and Board of Adjustment may be required to forfeit their



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appointment if they fail to maintain their principal residence in the county locations where they resided when they were appointed. An appointee to an advisory committee is responsible for notifying the County Administrator if their principal residency is changed.

Resignations

Resignations should be submitted to the County Administrator. The County Administrator will advise the County Board of all resignations.

Removal

Appointees to committees are subject to the provisions of the Winona County Respectful Workplace Policy, Section 6.30. The Winona County Board reserves the right to remove any committee member found in violation of this policy.

Notification

County staff shall inform all appointees to committees at the initial yearly meeting, or at the first meeting attended by a member, of the contents of all applicable attendance, residency requirements and other pertinent information needed to perform the duties of a committee member.

Terms

The terms of appointees to various committees are for one, two, or three years and vary per committee pursuant to Minnesota Statute and Board policy. No appointee shall serve more than three consecutive terms or six years, whichever is less.

Reporting Requirements

The Committees report their activities to the County Board or the appropriate Board Committee as needed or on a periodic basis.

This policy has been established to provide order and stability to the advisory committee appointment process, however, the County Board Chair and County Board reserve the right to not reappoint members or appoint new applicants for any reason. The County Board also reserves the right to change this policy at any time.