



POLICY 1015 CITIZEN ADVISORY COMMITTEE MEMBERSHIP POLICY

POLICY

Dakota County citizen advisory committees (committees) serve a statutory, policy, or operational purpose. These committees support County government for a variety of purposes:

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 serve as advocates for the County.
6. To provide an independent sounding board for issues, ideas, and policy matters.
7. To reflect the diverse interests of County clientele and residents.

Some committees have specific staff assigned and designated to support its function. The function and reporting relationship to the County Board vary from committee to committee.

DEFINITIONS

Citizen advisory committee: any board or committee to which the County Board regularly appoints members of the public.

AUTHORITY

Authority for this policy is Dakota County Board of Commissioners:

- Resolution No. 97-602 as adopted on September 23, 1997
- Resolution No. 97-710 as adopted on November 18, 1997
- Resolution No. 98-17 as adopted on January 6, 1998
- Resolution No. 03-644 as adopted on December 23, 2003
- Resolution No. 05-560 as adopted on November 15, 2005
- Resolution No. 06-465 as adopted on November 14, 2006
- Resolution No. 07-19 as adopted on January 9, 2007
- Resolution No. 10-102 as adopted on February 23, 2010
- Resolution No. 10-571 as adopted on November 16, 2010

GENERAL INFORMATION

Roles and Relationships

Citizen advisory committees either advise the County Board or may report directly to the County Board. Communications between the County Board and the committees are routed through the County Administrator or, when a committee has a County staff person assigned to it, the department staff liaison. Periodic committee reports may be scheduled on the appropriate County Board Committee agendas.

County Administrator

The County Administrator coordinates all staff activities for citizen advisory committees. When applicable, the County Administrator is represented at all committee meetings by a staff liaison who is assigned by and responsible to the County Administrator, through the appropriate Division Director. The County Administrator maintains committee membership records and coordinates appointment procedures.

Staff Liaison

With the exception of the Extension Committee, , Library Board, and Dakota-Scott Workforce Investment Board, a County staff person is assigned to each citizen advisory committee. The staff liaison serves as the County Administrator's representative to the citizen advisory committee. The principal role of the staff liaison is to provide technical support and to facilitate the flow of information between the committee, the County Administrator, and the County Board. Other general staff responsibilities include:

- Orient and educate new committee members.
- Assist in developing the monthly meeting agendas.
- Prepare and maintain official minutes of meetings and other records.
- Distribute committee meeting notices and agendas.
- Ensure the committee's work complements County mission and goals.
- Provide information on County Board agenda items or actions that are of interest to the committee.
- Provide information on committee activities to the County Board.
- Research and provide background information and analysis on issues under consideration by the committee, including policy recommendations.
- Provide administrative assistance such as preparing committee correspondence and reports.
- Provide public notice of regular and special meetings as required by policy and law.
- Support committee in the maintenance of by-laws in accordance with this policy.

While the staff liaison is assigned to assist the committee in many ways, the committee's authority is limited and does not include directing staff for such tasks as project work, reports, or budgetary decisions; however, tasks may be undertaken on a mutually agreed basis provided the tasks are within the mission of the committee and are not contrary to County Board direction or policy. If consensus cannot be achieved on the need for a particular project or task the committee desires, this is then communicated to the Division Director or County Administrator, who may direct the staff to undertake the task.

Committee Chair

Designation of a committee chair varies by committee. In some cases, the County Board appoints the committee chair; in others, the committee elects its chair.

Pursuant to Board policy, the following committee chair is appointed by the County Board: Special Board of Appeal and Equalization.

Pursuant to statute, the following committee chair is appointed by the County Board: Human Services Advisory Committee.

Pursuant to statute, the following committee chairs are selected by their respective bodies: Library Board, Planning Commission, Personnel Board of Appeals, and Zoning Board of Adjustment.

Pursuant to County ordinance, the following committee chair is selected by its respective body: Parks and Recreation Advisory Committee.

Pursuant to internal by-laws, the following committee chairs are selected by their respective bodies: Community Corrections Advisory Board, Dakota-Scott Workforce Investment Board, Extension Committee, Farmland and Natural Areas Program Advisory Committee, Public Art Citizen Advisory Committee, and Solid Waste Management Advisory Committee.

Committee chair responsibilities include:

- Lead meetings in an orderly fashion.
- Plan meeting agendas in cooperation with the staff liaison.
- Encourage participation by all members at meetings.
- Serve as a primary contact to the County Board and staff liaison.

Ex-Officio Members

Ex-officio members of any committee are non-voting members.

By-Laws

Each citizen advisory committee shall have the responsibility to prepare and adopt by-laws prescribing the rules by which the committee will conduct its business. All by-laws shall be consistent with Policy No. 1015 and any applicable laws and regulations. All by-laws shall include an article prohibiting a member from participating in committee business where the member has a conflict of interest.

By-laws of the Community Corrections Advisory Board, Farmland and Natural Areas Program Advisory Committee, Human Services Advisory Committee, Public Art Citizen Advisory Committee, Solid Waste Management Advisory Committee, and Special Board of Appeal and Equalization shall be reviewed by the County Attorney and approved by the County Board.

County Board Statement of Expectations

The Dakota County Board of Commissioners believes a citizen advisory committee will work most productively when its members are committed and knowledgeable, and work together as a team.

The County Board expects its citizen advisory committee appointees to:

- Attend new member orientation.
- Make a serious commitment to regularly attend and actively participate in the committee's work, including substantive participation in committee meetings and discussions.
- Notify the staff liaison, in advance, if unable to attend meeting.
- Understand the roles and relationships of the committee, staff liaison, County staff, and County Board.
- Become familiar with the County's and committee's role and mission.
- Volunteer for and willingly accept assignments and complete them thoroughly and on time.
- Stay informed about committee matters, prepare themselves well for meetings, and review and comment on minutes and reports.
- Get to know other committee members and build a working relationship that contributes to consensus.
- Conduct themselves in a professional manner.
- Show respect for and tolerance of differing views and opinions.
- Reflect the perspectives of the County's diverse constituency in committee discussions and decision-making processes, where appropriate.
- Comply with the County's policy prohibiting sexual and general harassment. This policy prohibits unwelcome verbal, nonverbal, visual, or physical conduct relating to an individual's race, color, creed, religion, national origin, sex, age, marital status, sexual orientation, status with regard to public assistance, or status as disabled which interferes with an individual's employment or volunteer service or which creates an intimidating, hostile, or offensive environment.
- Refrain from accepting gifts from individuals or organizations that do business with Dakota County in accordance with gift ban laws.

COMMITTEE IDENTIFICATION/ESTABLISHMENT

The following citizen advisory committees are hereby continued and reconstituted as follows, with the membership appointed by the county board unless otherwise noted:

- **Community Corrections Advisory Board**, established by the county board, consisting of 17 members, 7 lay citizen members, 1 from each commissioner district, serving two-year terms, with a limit of three consecutive terms, and 10 other members, as follows:
 - 1 representing corrections
 - 1 representing education
 - 1 representing ethnic minorities
 - 1 representing social services
 - 1 representing judiciary
 - 2 representing law enforcement
 - 1 representing prosecution
 - 1 representing public defense
 - 1 county commissioner

- **Dakota-Scott Workforce Investment Board**, established by the county board, consisting of 27 Dakota County and Scott County members serving staggered two-year terms; 15 members represent private business and the following represent the public sector:
 - 2 representing organized labor
 - 3 representing educational agencies, including at least one representative from a local adult basic education program approved under section 124D.52
 - 2 or more representing community based organizations
 - 1 or more representing economic development agencies
 - 1 representing public vocational rehabilitation agencies
 - 1 representing public employment service agencies
 - 1 representing public assistance agencies

- **Extension Committee**, established by law, consisting of 10 members, 1 from each commissioner district, the treasurer/auditor (or designee), and 2 county commissioners, serving staggered three-year terms, with a limit of three consecutive terms for members appointed from commissioner districts.

- **Farmland and Natural Areas Program Advisory Committee**, established by the county board, consisting of 14 members, 2 members from each commissioner district, serving staggered two-year terms, with a limit of three consecutive terms.

- **Human Services Advisory Committee**, established by the county board, consisting of 21 members, 3 from each commissioner district, serving two-year terms, with a limit of three consecutive terms; 1/3 representing service recipients, up to 1/3 providers or their employees, and at least 1 member of the Community Corrections Advisory Board.

- **Library Board**, established by law, consisting of 7 members, 1 from each commissioner district, serving staggered three-year terms, with a limit of three consecutive terms.

- **Parks and Recreation Advisory Committee**, established by County ordinance, consisting of 7 members, 1 from each commissioner district, serving two-year terms.

- **Personnel Board of Appeals**, established by the county board, consisting of 4 at-large members serving staggered three-year terms, with a limit of two consecutive terms.

- **Planning Commission**, established by County ordinance, consisting of 10 members, 1 from each commissioner district and 3 at-large (at least two residing outside of municipal limits), serving two-year terms.
- **Public Art Citizen Advisory Committee**, established by the county board, consisting of seven members, 1 from each commissioner district, serving staggered two-year terms, with a limit of three consecutive terms.
- **Solid Waste Management Advisory Committee**, established by the county board, consisting of 14 members, 2 from each commissioner district, terms to be decided at the time of appointment; membership includes representation from the following categories:
 - citizens
 - towns and cities
 - private waste management firms
 - residents of towns or cities with landfills
- **Special Board of Appeal and Equalization**, established by the county board, consisting of 7 members, 1 from each commissioner district, serving staggered two-year terms; at least 1 member is an appraiser, realtor or other person familiar with property valuation; treasurer/auditor is a non-voting member.
- **Zoning Board of Adjustment**, established by county ordinance, consisting of 3 at large members and 1 alternate, including at least 1 member from the Planning Commission, serving two-year terms.

PROCEDURES

Notification

A copy of this policy is made available to all citizen advisory committee appointees.

Per Diem/Reimbursement

County Board appointees to the following committees, who are not representing a governmental unit, receive \$35 per diem (but no additional expense reimbursement) for attendance at regular and special meetings of the committee:

- Community Corrections Advisory Board
- Dakota-Scott Workforce Investment Board
- Extension Committee
- Farmland and Natural Areas Program Advisory Committee
- Human Services Advisory Committee
- Library Board
- Parks and Recreation Advisory Committee
- Public Art Citizen Advisory Committee
- Planning Commission
- Solid Waste Management Advisory Committee
- Zoning Board of Adjustment

For those committees listed above, at the start of each appointee's term, the committee staff liaison distributes to the appointee a Statement of Representation. Each appointee signs a Statement of Representation confirming or waiving individual eligibility for per diem compensation. These forms will be used to determine per diem eligibility. The committee staff liaison retains these forms for the length of the appointee's term.

Citizen advisory committee members who serve informally as liaisons from one advisory committee to another are not eligible to receive per diem for attendance at regular or special meetings of any committee to which they were not appointed by the County Board.

County Board appointees to the Personnel Board of Appeals receive \$35 per diem plus expense reimbursement for attendance at meetings of the Personnel Board of Appeals.

County Board appointees to the Special Board of Appeal and Equalization receive \$175 per day or \$87.50 per half-day plus mileage reimbursement for attendance at meetings of the Special Board of Appeal and Equalization.

Applicants who wish to decline the per diem must do so at the time of application.

Appointment of County Employees

No paid employee of Dakota County is eligible to be appointed as a member of any citizen advisory committee unless otherwise specified by law.

Terms

For the purpose of calculating the number of terms served by an appointee:

1. If an individual is appointed to fill the unexpired term of a previous appointee (for example, as a result of a mid-year automatic removal or resignation), that appointee's service for a partial term will not be considered his/her first term.
2. If an individual is appointed after the first County Board meeting in January of any given year and is appointed to fill an expired term of a previous appointee, that appointee's service for a partial term will be considered his/her first term. If an appointee is automatically removed and subsequently reappointed within the term, the appointee resumes the term he/she was serving at the time of removal.
3. For committees with consecutive term limits, if a citizen advisory committee member reaches the term limit for an advisory committee to which he/she is appointed, that individual may not be reappointed to the same advisory committee until at least one complete term has transpired.

Resignations

Written or verbal resignations from citizen advisory committee members are forwarded to the County Administrator. When a letter of resignation is received from a citizen advisory committee member, acceptance of the resignation is placed on the County Board consent agenda. When the resignation is accepted, the County Board authorizes the process of filling the vacancy. Mid-term resignations are filled in accordance with the Open Appointments Policy.

Attendance Reports

Semi-annual attendance reports are submitted by the appropriate departments to County Administration for each committee where members receive per diems. The County Administrator transmits the attendance reports to the County Board.

Removal of Members

The County Administrator notifies an appointee if he/she is removed from a citizen advisory committee. A copy of this notification is also sent to the respective commissioner and committee staff liaison. The position is then vacant and to be filled in accordance with the Open Appointments Policy. A member who has been automatically removed from a citizen advisory committee may apply for reappointment.

I. Automatic Removal

- A. Automatic removal of an appointee to the following citizen advisory committees occurs when an appointee is absent for three consecutive Regular or Special meetings, or 50% of the meetings, during any consecutive 12-month period:

Community Corrections Advisory Board
Extension Committee
Farmland and Natural Areas Program Advisory Committee
Human Services Advisory Committee
Parks and Recreation Advisory Committee
Planning Commission
Public Art Citizen Advisory Committee
Solid Waste Management Advisory Committee

- B. Automatic removal of appointees to the following citizen advisory committees occurs when an appointee fails to maintain a principal residence within the county commissioner district from which he/she was appointed:

Community Corrections Advisory Board (7 citizen members, but not others appointed in accordance with statute)
Extension Committee (all members)
Farmland and Natural Areas Program Advisory Committee (all members)
Human Services Advisory Committee (all members)
Planning Commission (7 members, but not at-large members)
Public Art Citizen Advisory Committee (all members)
Solid Waste Management Advisory Committee (14 members)
Special Board of Appeal and Equalization (all members)

- C. Automatic removal of appointees to the following citizen advisory committee occurs when an appointee fails to maintain a principal residence within the county:

Personnel Board of Appeals

II. Removal for Cause

- A. The County Board, by resolution, may remove its appointee to one of the following citizen advisory committees where the appointee has engaged in conduct detrimental to the accomplishment of the citizen advisory committee's mission or engages in conduct which is contrary to the County Board statement of expectations:

Community Corrections Advisory Board
Extension Committee
Farmland and Natural Areas Program Advisory Committee
Human Services Advisory Committee
Personnel Board of Appeals
Planning Commission
Public Art Citizen Advisory Committee
Solid Waste Management Advisory Committee
Special Board of Appeal and Equalization

- B. The County Board, by resolution, may remove its appointee to one of the following citizen advisory committees where the appointee has engaged in conduct which meets the statutory or ordinance basis for removal:

Library Board
Parks and Recreation Advisory Committee
Zoning Board of Adjustment

Public Meeting Requirements

The following citizen advisory committees, and any of their subcommittees, are subject to all requirements of the Minnesota Open Meeting Law, Minn. Stat. Ch. 13D:

Dakota-Scott Workforce Investment Board
Library Board
Planning Commission
Special Board of Appeal and Equalization
Zoning Board of Adjustment

The committee staff liaison insures compliance with the Open Meeting Law for the committees, and any of their subcommittees, listed above.

Meetings of the following citizen advisory committees, and any of their subcommittees, although not subject to the Minnesota Open Meeting Law, will be open to the public:

Community Corrections Advisory Board
Extension Committee
Farmland and Natural Areas Program Advisory Committee
Human Services Advisory Committee
Parks and Recreation Advisory Committee
Public Art Citizen Advisory Committee
Solid Waste Management Advisory Committee

The committee staff liaison provides reasonable public notice for meetings of the committees listed above.

Annual Work Plans

The following committees consult at least annually with the county board committees of the whole to seek concurrence regarding the topics on which they will advise the county board (annual work plan):

Community Corrections Advisory Board
Farmland and Natural Areas Program Advisory Committee
Human Services Advisory Committee
Parks and Recreation Advisory Committee
Planning Commission