

MUSKEGON COUNTY BOARD OF COMMISSIONERS

CITIZEN APPOINTMENT /REAPPOINTMENTS  
TO ADVISORY BOARDS/COMMITTEES

POLICY NO. 2006-195

APPROVAL DATE: April 11, 2006

AMENDMENT DATE: September 29, 2015

Policy

It is the policy of the Muskegon County Board of Commissioners to accept and review all applications submitted by citizens for board/committee appointments and reappointments according to its authority as established by statute.

Procedures

1. The Board of Commissioners shall make available through its Administration Office and through its website, a description of the various citizen boards/committees, the application for appointment/reappointment and a copy for review of the Service Pledge that applicants will be asked to sign upon appointment (attached).
2. Vacancies will be posted on the Board's webpage as they occur.
3. The County Board Chair will review all applications submitted; and make recommendations for filling of vacancies and reappointments to the Full Board.
4. The timeliness and procedural requirements in this policy may be waived to fill unexpected vacancies or to fill new positions that may be required by law.
5. All applications will be kept on file for a period of one year.

COUNTY OF MUSKEGON  
BOARD/COMMISSION/COMMITTEE  
SERVICE PLEDGE

In recognizing the important responsibility which is being undertaken in serving as a member of the \_\_\_\_\_ (Board/Committee name), I hereby pledge to carry out in a trustworthy and diligent manner the duties and obligations in my role as a member on this Committee. I will exercise the duties and responsibilities of this office with integrity, collegiality and care.

I PLEDGE:

- 1) To establish as a high priority my attendance at all meetings of the board/committee on which I serve;
- 2) To come prepared to discuss the issues and business to be addressed at scheduled meetings, having read the agenda and all background material relevant to the topics at hand;
- 3) To work with and respect the opinions of my peers who serve on this board/committee, and to leave my personal prejudices out of all discussions;
- 4) To always act for the good of the County of Muskegon and its citizens;
- 5) To represent the County of Muskegon in a positive and supportive manner at all times and in all places;
- 6) To observe the parliamentary procedures and display courteous conduct in all board/committee meetings;
- 7) To refrain from intruding on administrative issues that are the responsibility of management, except to monitor the results and prohibit methods that conflict with board policy;
- 8) To avoid conflicts of interest between my position as a board/committee member and my personal life. If such conflict does arise, I will declare that conflict before the board/committee and refrain from voting on matters in which I have a conflict;

If for any reason I find myself unable to carry out the above duties to the best of my ability, I agree to resign my position as a board/committee member.

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Date