



I, Cheryl Seely, County Clerk for Crook County, Oregon, certify that the instrument identified herein was recorded in the Clerk records.

Cheryl Seely - County Clerk



IN THE COUNTY COURT OF THE STATE OF OREGON
FOR THE COUNTY OF CROOK

IN THE MATTER OF FORMALIZING)
A POLICY FOR THE APPOINTMENT) ORDER NO. 2022-52
OF MEMBERS OF COUNTY ADVISORY)
COMMITTEES)

WHEREAS, Crook County may from time to time establish committees, boards, commissions, and panels of citizens to advise the County or perform specified public services (hereinafter "County committees"); and

WHEREAS, in order to attract potential committee members and obtain a wide-range of expertise, experience, and qualifications, it is helpful to establish practices for how the public might be made aware of openings on such County committees, how someone might apply to be appointed to a committee, and how such appointments will be made.

NOW, THEREFORE, the Crook County Court adopts the recitals above as its Findings of Fact, and ORDERS and DIRECTS, based upon the above recitals, that:

Section One: Subject to Applicable Law: In the event of conflict between the provisions of this Order and applicable law regarding the appointment of members to County committees, the provisions of applicable law will control. By way of illustration and not limitation, the provisions of CCC 18.172.080(1) will govern the appointment of

members of the Crook County Planning Commission, regardless of the provisions of this Order.

Section Two: *List of County committees*: The County will create a link on its website listing County committees. The website will list the committees' titles, current members, the date members' terms expire, and a method to contact the committee. The website will also include a downloadable application form, which may either be generic or tailored for specific County committees. Applications will be fillable from the website.

Section Three: *Vacancy advertising procedure*: As used in this Order, "vacancy" means either a currently open, available position on a County committee, or an opening that will occur in the relatively near future due to the conclusion of a current County committee member's term of service or other expected reason. When a County committee has a vacancy, the Administration office will advertise for applicants in the *Roundup*, the *Central Oregonian*, or any other source as may be found useful. The position will normally remain open a minimum of one month. If the position must be or may be benefitted by advertising for longer than one month, the County committee will notify the County Administration office, which will continue to advertise for the position. Where possible, vacancies will be advertised so that new committee members can apply, be selected, be appointed, and begin their term as soon as reasonably practicable after the expiration of an existing committee member's term.

Section Four: *Application procedures*: Applications may be turned in to either the Administration Office or the specific County committee for which the individual is applying. Once received, Applications will be date stamped.

Once the requisite amount of time necessary to advertise for applications has run, the members of the County committee will meet to discuss the available candidates. The committee will thereafter submit a recommendation to the County Court regarding the vacancy, including, if applicable, whether to continue advertising for more applications, or whether to recommend an individual be appointed to the County committee. If applicable, the County Administration office will create an Order of appointment to be added to the next Regular Meeting Consent Agenda. The County Court will consider whether to accept the recommendation.

If the Order of appointment is approved by the County Court and recorded by the County Clerk's Office, the Administration Office will send a letter of appointment and a copy of the Order to the successful applicant (hereinafter "appointee.") The letter will notify the appointee if they need to take an Oath of Office, and how to schedule a time to do so.

It will be the responsibility of both the appointee, and the individual County committee, to ensure that the appointee swears or affirms the Oath of Office.

Section Five: Renewal of existing committee members: When an existing committee member is interested in continuing for another term, he or she will also complete the application process as described above subject to the following additional procedures:

An existing committee member who wishes to apply for another term of service will recuse him-or-herself from participation in the interviews of any other candidates and the recommendation process for the County committee.

In the event that this recusal would deprive the County committee of a quorum in which to make a recommendation, the County committee may elect to undertake either of the following options: (1) alert the County Court to this circumstance and request instructions on how to proceed; or (2) have each non-recused committee member submit a personal recommendation to the County Court, conspicuously stating that the committee member is speaking as an individual and that no quorum was able to act.

Section Six: The County Court retains authority to adopt different appointment practices, either for individual committees, or in an individual instance.

Section Seven: The effect of this Order is prospective only. The current members of County committees continue in their positions, regardless of whether the methods used to appoint them to their committee conformed to these practices.

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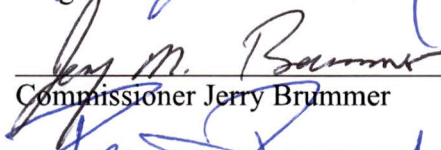
Section Eight: Complaint procedure: If any member of the public believes that a County committee opening was filled in contravention of this Order, he or she may submit a complaint to the County Administration Office.

DATED this 2nd day of November, 2022.

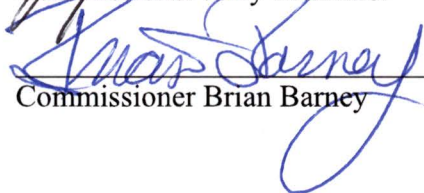
CROOK COUNTY COURT



Judge Seth Crawford



Commissioner Jerry Brummer



Commissioner Brian Barney

<u>Vote:</u>	Aye	Nay	Abstain	Excused
Seth Crawford	___	___	___	___
Jerry Brummer	___	___	___	___
Brian Barney	___	___	___	___