

POLICIES AND PROCEDURES

REGARDING LUZERNE COUNTY AUTHORITIES, BOARDS, AND COMMISSIONS

- I. **Refer to Luzerne County Home Rule Charter:**
 - a. **Sections 8.01, 8.02, & 8.03 regarding Authorities, Boards, and Commissions**
 - b. **Section 11.06 regarding Declaration of a Vacancy.**

- II. **Council Liaison**
 - a. **Defined:** The Council Liaison for County Authorities, Boards and Commissions shall be the Vice-Chair of Council, or his or her designee. The Council Liaison may designate other members of Council to assist as necessary.
 - b. **Duties:** The Council Liaison shall be the contact person for the Clerk of Council on matters regarding County Authorities, Boards and Commissions, with duties included but not limited to keeping Council informed about tracking of memberships and vacancies on County Authorities, Boards and Commissions, overseeing the maintenance of eligibility lists and relevant documentation of qualified applicants, directing Clerk in setting up interviews of applicants, and recommending updates and revisions to policies and procedures related to County Authorities, Boards and Commissions as needed.

- III. **Vacancies on Authorities, Boards, and Commissions**
 - a. **Declaration and Filling of Vacancies**
 - i. Vacancies on County Authorities, Boards, and Commissions shall be identified as set forth in the Luzerne County Home Rule Charter Article VIII.
 - ii. Vacancies shall be declared by resolution at County Council meetings, as set forth in Section 11.06 of the Luzerne County Home Rule Charter.
 - iii. Vacancies shall be publicly advertised on the Luzerne County website at www.luzernecounty.org, and as otherwise specified in the Luzerne County Home Rule Charter.
 - iv. Vacancies shall be filled by qualified applicants as determined by Charter, by state law or requirement, or by the bylaws or operating documents of the Authority, Board, or Commission. Appointments shall be made through individual nomination of qualified applicants at public meetings of the Luzerne County Council, following the operating procedures or rules of order used by Council for nominations. Nominations shall be approved by resolution for appointment of each individual.
 - b. **Application Procedure for Vacancies on Authorities, Boards, and Commissions**
 - i. **Application form availability:** A common application form listing all County Authorities, Boards, and Commissions shall be readily available to the public through the Luzerne County website or by contacting the Clerk to Council office.
 - ii. **Acceptance of applications:** Applications of interest in appointment to County Authorities, Boards, and Commissions may be submitted on an

ongoing basis to County Council through the Clerk to Council. If possible, the County website may also make available an interactive application that may be submitted electronically. An applicant may submit a resumé or other relevant documents along with the common application form. All applications must include complete contact information for the applicant, including current mailing address, telephone number(s), and email address. Applicants will be contacted via email to acknowledge receipt of their application materials.

- iii. **Retention of application materials:** Application materials shall be scanned and electronically retained by Clerk to Council and Council Liaison. Paper application forms shall be retained for 3 years. Applicants may submit revised or updated applications at any time.

c. **Selection Process for Appointment**

i. **Open interview procedure:**

1. Upon declaration of a vacancy on a County Authority, Board, or Commission, applications shall be reviewed, and applicants shall be contacted to determine interest in current vacancy.
2. Applicants who are determined to be ineligible for appointment for reasons specified in the Home Rule Charter or due to specific requirements of a County Authority, Board, or Commission shall be notified of the determination of ineligibility in writing.
3. Applicants shall be invited to participate in a group interview with Council members that shall be open to the public.
4. The format of the interview shall be defined by Council Liaison with topics of discussion suggested by Council members.
5. The interview shall include an opportunity for any Council member present to ask relevant questions of applicants in addition to those determined by Council Liaison.
6. An applicant who has participated in at least one group interview for another County Authority, Board, or Commission may be excused from the interview process at the applicant's request but retain eligibility for appointment.
7. In the interest of full disclosure and transparency, applicants must disclose any professional, occupational, or financial relationship they may have with any council member. Failure to do so may disqualify the applicant from consideration.

ii. **Establishment of eligibility list:**

1. Eligibility lists of interested applicants for each County Authority, Board, and Commission shall be retained and shall be considered effective for one year following the most recent interview session for that Authority, Board, or Commission.
2. Interview sessions for new applicants shall be scheduled when a vacancy is declared more than one year after any previous interview session, or when there are no qualified applicants on the current eligibility list.

3. The eligibility list for each Authority, Board, and Commission shall be updated following an interview session for that Authority, Board, or Commission.

IV. Practices and Operational Procedures of Authorities, Boards, and Commissions

- a. **Coordination/Revision of Bylaws:** Each Authority, Board, and Commission shall revise its Bylaws or Operating Documents to reflect the changes in County Government and the new policies and procedures regarding Authorities, Boards, and Commissions.
 - i. References to County Commissioners shall be replaced by references to County Council or County Manager, as appropriate.
 - ii. Language regarding identification of candidates for new appointments or reappointments shall be revised to reflect the policy and procedures described in Section III of this document.
- b. **Email contact for each County Authority, Board, and Commission:** A County email address shall be established for each County Authority, Board, and Commission to facilitate communications. It shall be the responsibility of the Chair of each County Authority, Board, and Commission or his/her designee to regularly access this email inbox and respond to any communications.
- c. **Public access to information via County website:**
 - i. Information regarding each County Authority, Board, and Commission shall be readily available for viewing on the Luzerne County website. This information shall include but not necessarily be limited to the following:
 1. Appointed members' names and terms of office
 2. List of names and titles of operating staff relevant to the operation of the Authority, Board, or Commission
 3. Contact information for the Authority, Board, or Commission, to include County email address or phone contact. Private phone numbers or email addresses shall not be publicized.
 4. Schedule and location of meetings: The annual schedule of meetings shall be forwarded to Clerk to Council for posting on the County website no later than 5 business days following the determination of the schedule.
 5. Bylaws/Articles of Incorporation/Operating Documents: Current documents shall be posted on the website. Any revisions to these documents shall be forwarded to the Clerk to Council, no later than 5 business days following the revision, for posting on the website.
 6. Minutes of meetings:
 - a. Approved minutes of meetings shall be forwarded electronically to the Clerk to Council for posting on the County website no later than 5 business days following their approval.
 - b. Minutes of meetings available on the website shall include those meetings held in the time period beginning with

January 2011 to the present. Earlier years' minutes may also be included.

7. Financial information, to include annual budget, audits, and other financial documents that are matters of public record
 8. Any other information of public interest regarding the County Authority, Board, or Commission
- ii.** Information regarding meetings of each County Authority, Board, and Commission shall be publicized on the County website as soon as they are scheduled and added to the comprehensive County Calendar.