

CHAPTER 216
UNIFORM PROVISIONS FOR BOARDS AND COMMISSIONS

216-1 Creation and Objective

It is the intent of this Chapter to make uniform the procedures and policies that apply to all of the boards and commissions that serve Monroe County Government, most of which are non-statutory and are organized for important local reasons. The Monroe County Board of Commissioners value the volunteer efforts of those who serve on its various boards and commissions, who represent diverse interests, and wish to enhance the efficient operations of the boards and commissions while protecting and preserving their individual and unique perspectives. Uniform procedures and policies of general applicability will make the work of the boards and commissions more transparent and easily understood by the members as well as the public that is served.

216-2 Uniform Provisions Listed

(A) Applicability

Unless otherwise specified or contradicted by a provision of the Indiana Code or Indiana Administrative Code, the following provisions shall apply to all advisory boards and commissions serving Monroe County Government.

(B) Term

All board and commission members shall serve two (2) year, staggered terms. The term for each member shall begin on January 1st of the first year of the appointment and shall run until December 31st of the second year. There is no limitation on the number of terms a member may serve.

(C) Hold-overs

Members appointed to advisory boards and commissions shall hold over until their replacement is named and appointed by their appointing authority. A member continues to serve until a successor is appointed.

(D) Residency

Each member of an advisory board or commission shall be a resident of Monroe County, Indiana and provide proof of such residency to their appointing authority prior to appointment and at any time requested.

(E) Relationship of advisory bodies to their appointing authority

All advisory boards and commissions serve in an auxiliary capacity to their appointing authority. The role of each such board or commission is to assist their appointing authority by recommending policies or procedures which would benefit the appointing authority. All advisory boards and commissions shall accept and understand that policy-making authority rests with their appointing authority. Prior to undertaking any activities that could substantially affect the operations of Monroe County government, each board or commission shall report the activity to and obtain approval of the Monroe County Board of Commissioners.

(F) Officers

At the initial meeting of each board or commission each year, members of each board or

commission shall elect a president, vice-president and secretary from their membership, who shall serve until the election of their successor. The vice-president may act in the capacity of president in the event of the president's illness or incapacity. The secretary of each board or commission shall prepare minutes of the meetings, which shall be provided by the secretary to the Monroe County Board of Commissioners immediately after their adoption by the board or commission.

(G) Meeting Schedule

Each board or commission shall meet on a specified day and time, not less than one time per quarter of each calendar year. Each board or commission shall set the meeting dates and times for the coming year and shall provide a schedule of meetings to the Commissioners' Office, so that the schedule may be posted on the Monroe County website. Regular meetings may be cancelled and special meetings may be called by the President of each board or commission.

(H) Quorum

The presence, at any meeting, of a majority of the membership, either in person or by proxy, shall constitute a quorum for the purpose of transacting business. A board or commission may not hold a meeting without a quorum present. A majority vote of the voting members present is necessary to pass any motion.

(I) Rules of Procedure

Each board or commission may establish its own rules of procedure consistent with relevant laws, which may be amended from time to time by a majority of the membership.

(J) Funding

Each board or commission may request funding for its functions if and when the Monroe County Board of Commissioners specifically authorizes the board or commission to seek funding.

(K) Reports

On or before January 31 of each year, each board or commission shall file a report of its activities and expenditures for the prior calendar year, with both the Commissioners and the Monroe County Council.

(L) Open Door and Access to Public Records requirements

All advisory boards and commissions are subject to and must strictly comply with Indiana's Open Door Law and the Access to Public Records Act, as written in Indiana Codes 5-14-1.5 et seq. and 5-14-3 et seq., as amended or as the same may be hereafter amended by the Indiana General Assembly.

(M) Power to appoint and remove members

The power to appoint or remove members rests exclusively with and at the pleasure of the appointing authority. Removal of members may be made at any time, without cause. Members who miss two (2) consecutive meetings without reasonable cause may be removed for poor attendance.

(N) Conflicts of interest

Annually, at the organizational meeting of each year, all board and commission members shall complete and submit a conflicts of interest disclosure form, provided by Monroe County, to

assist in identifying any conflicts of interest a member may have. Completion of such form does not relieve board and commission members from the duty to self-report, throughout the year, any conflicts of interest which may arise after the completion and submission of the form.

(O) Fiduciary Responsibilities

Monroe County has boards and commissions, assigned fiscal or fiduciary duties and responsibilities including, but not limited to, approving budgets and expenditures of public funds. It is of the utmost importance that the members of those boards and commissions take seriously their duties and responsibilities assumed by their appointments. Whether those duties and responsibilities are provided by statute or otherwise, each member of each such board or commission shall undergo annual training as recommended by the Commissioners or the State Board of Accounts and implemented by the Monroe County Legal Department. Such training is intended to educate and impress upon the member the serious nature of their public obligations and the high standard of care to which they are held. Those boards and commissions and their members shall be included in the general coverage of the annual blanket bond purchased by the Commissioners.

[end of chapter]