



## **COUNTY BOARD WORK SESSION**

**June 6, 2023**  
**1:00 p.m.**  
**Conference Room 710**

1. Juneteenth
2. Rotating Chair Draft Policy
3. Watershed District Appointment Process



## Election of Board Chair and Vice-Chair Options

### 1. Current with modification:

- Every November, the County Board holds a workshop to choose the Chair and Vice-Chair for the next year. In a general election year after the election, all Commissioner-Elects would be invited to attend and participate in the discussion, and outgoing Commissioners would not participate.
- The County Board elects a Chair and Vice-Chair from its members at the statutory meeting on the first Tuesday after the first Monday of each year.
- The Vice-Chair takes over the Chair's responsibilities when the Chair is unable to fulfill them.

### 2. Rotating Chair/Vice Chair based on *District Number*:

- Each year at the statutory meeting, the County Board elects a Chair and Vice-Chair.
- The Chair position rotates based on the District number, starting with District 1. The Vice-Chair is elected from the subsequent District number (e.g., District 2).
- If the Chair leaves office during the year, the Vice-Chair becomes the Chair and serves a full year in that position the following year.
- A first-year commissioner cannot serve as Chair or Vice Chair.
- If a commissioner declines the role of Vice-Chair, the next District, in numerical order, fills that position.

### 3. Rotating Chair/Vice Chair based on *Seniority on the County Board*:

- Each year at the statutory meeting, the County Board elects a Chair and Vice-Chair.
- The Chair position rotates based on seniority on the County Board, starting with the longest-serving Commissioner. The Vice-Chair is the next longest-serving Commissioner.
- If the Chair leaves office during the year, the Vice-Chair becomes the Chair and serves a full year in that position the following year.
- A commissioner may choose not to serve as Vice-Chair, and the next District, based on seniority, fills that role.
- If multiple Commissioners have the same tenure, they decide among themselves who serves as Vice-Chair first. If they can't agree, a coin flip determines the order.
- If the Vice-Chair leaves office when it's their turn to become Chair, the current Chair serves another year, and the next Commissioner in seniority rotation becomes the Vice-Chair. This allows the Commissioner to serve in both the Vice-Chair and Chair roles in the rotation.

## **Current Watershed District Appointment Process**

### **By Mid-Feb (CCWD) or by Mid-Sept (RCWD)**

Publish notice regarding terms expiring May 27, YYYY (CCWD) or Jan 17, YYYY (RCWD)

Request updated Map

Prepared and send letters to cities regarding upcoming vacancies (letters are sent to city elected officials with a copy to the city administrator/manager and the Watershed District Executive Director) Lists are due March 28 (CCWD) or Nov 18 (RCWD).

Collect applications received

Verify applicant eligibility

### **March 28 (CCWD or Nov. 18 (RCWD)**

City lists due

Provide summary to county administrator and commissioners as directed.

Obtain needed applications

Administrator checks with up to 3 commissioners whose districts cover most of the territory of the district to see if they want to reappoint existing watershed manager or interview the candidates who have applied.

Typically, the commissioners have chosen to reappoint the current manager if they are satisfied with the job they are doing as there is a learning curve when a new manager is appointed.

If commissioners decide they want to conduct interviews, then we schedule interviews as directed.

### **On or before April 27 (CCWD) or Dec 17 (RCWD)**

Appointment/reappointment considered by the county board

### **Following the county board meeting**

Send out congratulations, regret, BWSR, watershed district executive director/president, city and other notifications as needed

### **May 27, YYYY (CCWD) or Jan 17, YYYY (RCWD)**

New term effective—update roster book