

TOMPKINS COUNTY LEGISLATURE'S APPOINTMENT POLICY
(Rules of the Tompkins County Legislature)

At-Large or Non Municipal, Non-Organizational Appointments.

The Clerk of the Tompkins County Legislature shall keep a calendar of expiration dates as well as a list of vacancies in all advisory boards or positions appointed by the Tompkins County Legislature. Sixty (60) days prior to the expiration date, the Clerk of the Legislature shall send a list of the positions and their expiration dates to the appropriate committee Chair. At the same time, the Clerk shall send a letter to (a) individuals appointed at-large asking them to verify their interest in being reconsidered for appointment and giving a specific date by which they must return an updated application form as an indication of their interest in reappointment, and (b) if the individual was nominated by a specific organization, the Clerk shall send a letter to the nominating organization asking it to verify the interest of its representative in being considered for reappointment and giving it a specific date by which it must return an updated application form and their statement that the individual is interested in being considered by the committee for reappointment. Each person appointed to serve on advisory boards shall be a resident of Tompkins County with some exceptions as noted in Administrative Manual Policy 01-26 - Advisory Committees and Boards. This date should be no later than thirty (30) days prior to the expiration of their term. The committee Chair, upon receiving the first notice of expiration of appointments, shall report to his/her committee and to the Legislature the list provided by the Clerk and ask the committee, the Legislature, and the public to assist in providing nominees. Recruitment of advisory board members shall include outreach efforts in order to assure, whenever possible, geographic and demographic diversity reflective of the community. The Clerk shall collect all application forms and keep them on file in the Legislative office. Thirty (30) days prior to the expiration of the term, the Clerk will give to the appropriate committee chair all the application forms on file for committee consideration. Upon approval by the committee, the Clerk will send the application forms of those approved to the Legislature with the next agenda for action at the next regular meeting of the Legislature with a note that all non-recommended applications are on file for Legislative review. Upon approval by the Legislature, the Clerk of the Legislature, within ten days of the Legislature's meeting, will:

1. Notify those who are newly appointed and give them the names and telephone numbers of the appropriate contact people for that board.
2. Notify those not appointed who had been on the board before that they have not been reappointed and thank them for their service.
3. Notify those who were considered and not appointed that they had not been appointed and that they should respond to the Clerk with a written indication of their interest within thirty (30) days of the mailing of the Clerk's letter to them if they wish to remain in the file for reconsideration at the time of the next vacancy.

Nominations Made by Elected Municipal Bodies.

The processes up to committee approval are the same for at-large type appointments until the nominations are turned over to the committee Chair (see above). The Chair shall take these nominations directly to the Legislature for approval without committee approval or without any waiting period.

If the person under consideration to be appointed is a member of the Tompkins County Legislature, the procedures above shall be followed but no resumes shall be required.

Legislative Chair and Committee Chair Appointments

All other appointments to various community groups shall be made by the Chair of the Legislature according to the appropriate resolution or law, except that Legislature's committee chairs shall be responsible for naming committee members as liaison to various County affiliated agencies.