

# Advisory Boards

Appointments and Support  
June, 2016

Jerry Mason, ICRMP Board Counsel

- State law
  - Planning and zoning commission
  - Snowmobile advisory board
- Local ordinance
  - Local law can establish local boards or commissions
- Local resolution
  - Resolutions can also establish local boards but not to exercise jurisdictional authority

**Source of Authority - Origins**

- Qualifications may be established by state law – otherwise is local determination
- Generally a policy choice
  - Select people who are compatible with those elected – not chronic naysayers
- Should also have personal aspects
  - Diligence, cooperation, reliability, courtesy, understand public duty
- Removal for neglect of duty or general disruption – after necessary process

## **Appointment Criteria**

- Helpful staff – to prepare agendas and meeting notices, serve as contact point, arrange for logistics, gather needed information
- A consistent, functional meeting place
- Follow up resources to see that decisions are accomplished.
- Access to those who are advised

## **Support Needs**

- Periodically meet with your advisers
  - Choose the time when business is at its ebb and buy them dinner or lunch
  - Discuss general principles
- See that permanent records are maintained by the county's official records custodian – what was done is found in minutes of meetings

## **Communication & Permanent Records**

- Provide adequate support – staff, facilities and records maintenance
- Appoint people with a civic conscience
- Communicate directly and thoughtfully – don't direct advisory boards what to advise you.
- Be aware of liberty interest and due process rights of even those who aren't compensated.

**Keys to Success**