



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Darlene A. Kloeppe, County Executive

MEMORANDUM

TO: COUNTY BOARD MEMBERS

FROM: Darlene Kloeppe, County Executive

DATE: June 11, 2019

RE: COUNTY EXECUTIVE APPOINTMENT PROCESS

The County Executive form of government provides for checks and balances in the IL Counties Code for decisions regarding appointments needed for other boards, commissions and committees providing services in the county:

(55 ILCS 5/2-5010) (from Ch. 34, par. 2-5009)

Sec. 2-5009. Duties and powers of county executive. Any county executive elected under this Division shall:

....

(d) appoint, with the advice and consent of the board, persons to serve on the various boards and commissions to which appointments are provided by law to be made by the board;

(e) appoint, with the advice and consent of the board, persons to serve on various special districts within the county except where appointment to serve on such districts is otherwise provided by law.

In order to be as transparent as possible regarding the responsibilities of the Executive's Office and provide clarity about the appointment process, this memo outlines the process used for making appointments. This process follows precedent of past County Board Chairs in making appointments.

County Board Member Appointments

By statute or by-laws, certain boards and commissions in the county require a County Board Member to serve as a voting member. Some of them specify further that the appointed positions be held by the County Board Chair or by a Board Member from each political party. At the organizational meeting at the beginning of each Board Session, for vacancies requiring Executive appointment, each partisan caucus is requested to provide names of interested volunteers and active recruiting takes place to fill all vacancies. Final Executive recommendations are forwarded to the Board for approval.

Community Appointments

Executive appointments for expiring terms of other public districts and community boards and committees are staggered throughout the year. Approximately 2 months in advance of term expirations, the Executive's Office advertises upcoming vacancies to notify interested applicants and to offer Board Members the opportunity to recruit applicants or provide input to the Executive regarding any concerns or recommendations. Methods used to publicize upcoming vacancies include:

- Post on the county's website on the County Executive's page
- Post on the "vacancies" bulletin board located in Administrative Services
- E-mail notice to County Board Members and the news media
- Notice in the County Board's Committee of the Whole agenda under the Policy, Personnel and Appointments area of responsibility
- Word-of-mouth and inquiries from interested members of the public
- Announcements at public speaking events
- Coming soon – post on County Executive's Facebook page and Twitter account

Applications are reviewed and applicants interviewed. Considerations for making appointments include:

- Qualifications required by the board/commission statute or by-laws, including residence in the district, specific professional representation, required partisan balance, certifications and bonding requirements
- Constituent representation in terms of demographic characteristics, including gender, race, age
- Constituent representation in terms of geography of the district, including rural/urban or areas of the county
- Representation of consumers of the board's activities
- Difficulties or gaps in skills the board is experiencing
- Balance of experienced and newer members
- Balance of resources, interests and skills appointees can contribute to the board
- Input from County Board members; County officials; board members; staff and partners of the board with the vacancy, and interested members of the public

Prior to appointments being named, Board Members have an opportunity for input regarding specific applicants upon receipt of the agenda packet for the Committee of the Whole, which includes all applications submitted. Executive appointments will be distributed at the COW meeting.