

**KING CONSERVATION DISTRICT
KING COUNTY, WASHINGTON**

RESOLUTION NO. 09-002

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE KING CONSERVATION DISTRICT, KING COUNTY, WASHINGTON, ESTABLISHING THE PROCEDURES FOR APPOINTMENT OF VACANCIES OF ELECTED SUPERVISOR POSITIONS.

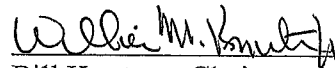
WHEREAS, the Board of Supervisors of the King Conservation District desires to formally establish the procedures for the appointment process for filling vacancies in the position of Elected Supervisor; now, therefore

BE IT RESOLVED by the Board of Supervisors, King County, Washington, as follows:

Section 1. Appointment of candidates to fill the vacancy of an Elected Supervisor position to the King Conservation District Board of Supervisors shall adhere to the process set out in the "King Conservation District Appointment Policy and Procedures for Elected Supervisor Vacancies, attached to this resolution as Exhibit A.

Section 2. All District resolutions, policies and procedures are hereby modified, amended and superseded to be in accordance with this Resolution.

ADOPTED by the Board of Supervisors at a regular open public meeting held on January 12, 2009.



Bill Knutsen, Chair
Board of Supervisors

CERTIFICATE

I, Bobbi Lindemulder, Secretary of the Board of Supervisors, King County, Washington, do hereby certify that the foregoing resolution is a true and correct copy of Resolution No. 09-002 of such Board, duly adopted at a regular meeting thereof held on the 26th day of January, 2009, signed by the member of such Board in attendance at such meeting and attested by myself in authentication of such adoption.

Bobbi Lindemulder
Secretary/Auditor
Board of Supervisors

EXHIBIT A

KING CONSERVATION DISTRICT

**APPOINTMENT POLICY AND
PROCEDURES FOR ELECTED SUPERVISOR
VACANCIES**

Current as of: 01/12/2009

APPOINTMENT POLICY AND PROCEDURES FOR VACANCIES OF ELECTED BOARD OF SUPERVISOR POSITIONS

Policy Background

The King Conservation District ("District") is one of 47 conservation districts in the State of Washington, which derives its authority from Chapter 89.08 RCW. The Washington State Conservation Commission ("the Commission") is authorized in Chapter 89.08.190 RCW to establish conservation election procedures, which have been adopted as "Procedures for the Election and Appointment of Conservation District Supervisors" (Rev. 12/10/2008) ("Election and Appointment Procedures"). Conservation Districts in Washington have a five-member Board of Supervisors composed of both appointed and elected members. Two of the board members are appointments made by the Commission, and three board members are elected at large. Chapter 89.08 RCW, and the Election and Appointment Procedures provide statutory and regulatory guidance for the full-term and short-term appointment of appointed board members to the Board of Supervisors, and also to the election and certification of elected supervisors. Chapter 89.08.200 states that "Vacancies in the office of elected supervisors shall be filled by appointment made by the remaining supervisors for the unexpired term." Both Chapter 89.08 RCW and the Election and Appointment Procedures are silent on how a short-term appointment (for vacancies) is to be conducted with regard to Elected Supervisors.

The following Procedures for the Appointment of Elected Supervisors has been established by the King CD Board of Supervisors to provide guidance in the process of appointing short-term supervisors to fill a vacancy on the Board of an Elected Supervisor.

Wherever possible, guidance was sought from Chapter 89.08 RCW as well as the Election and Appointment Procedures in order to retain some consistency; where necessary, the appointment procedures deviate from those for appointments made by the commission.

KING CONSERVATION DISTRICT ASSOCIATE SUPERVISOR RESPONSIBILITIES

What exactly does it mean to be a King CD Supervisor? The purpose of this short description is to answer that question.

The King Conservation District is one of 47 Conservation Districts in Washington State, and over 4,000 in the United States. Conservation Districts are governed primarily by state law, in Washington Chapter 89.08 RCW. The Board of Supervisors are the elected and appointed individuals, who are responsible for the conservation district. There are five Supervisors, three are elected and two are appointed by the Washington State Conservation Commission. All five positions are three year terms. Holding a Board of Supervisors position requires a strong commitment to the community and to conservation. Every conservation district operates a little differently, the description below is meant to help you better understand what a Supervisor's role is in the King Conservation District.

The Board's main responsibility is to represent the constituents of the King CD and to set policy. Specifically, the Board has an important role in the strategic planning, budget processes, and other policies of the District. The Executive Director is responsible for the day to day management and operations of the District, representing the District, and ensuring that policies set by the Board are carried out.

King CD Board of Supervisors regular meetings are held on the 2nd and 4th Mondays of each month at 6:00 p.m. Regular attendance at Board meetings is crucial to successfully representing your community, and is an expectation of the position. In addition to keeping current on local conservation issues, Board Members also need to stay informed on issues at the state and local levels that could affect the District.

Appointment Procedures

1.1. Filling of Elected Supervisor Vacancies.

Should an Elected Supervisor position become vacant for any reason (resignation, removal, or otherwise) before the expiration of the Elected Supervisor's term of office, the position shall be filled only for the remainder of the unexpired term. An Elected Supervisor position shall be officially declared vacant upon the occurrence of any of the following causes of vacancy: including resignation, forfeiture, written intent to resign, an affirmative vote of the Board of Supervisors, or death of the Elected Supervisor. An Elected Supervisor vacating his/her position cannot participate in the appointment process.

Appointment Process:

1. Advertise for the position. Staff will publicly announce the position vacancy, application process, and an application period for no less than 30 calendar days, and deadline. These notices will be consistent with "due notice" as defined in the Election and Appointment Procedures, and may be further be posted as appropriate in the monthly newsletter, in district mailings and communications, *The Conservation Connection*, the district website, or any other place that will reach a large percentage of the local citizens.
2. Each potential candidate receives a standardized packet, including but not limited to: the Appointment for Vacancy of Elected Supervisor application, materials detailing the KCD mission and programs, and materials detailing Supervisor responsibilities and expectations.
3. After the application period has closed, staff will provide copies of the applications received by the deadline to the Executive Director for review and recommendation; staff will distribute applications to the Board of Supervisors after closing date (staff

will verify that each candidate's address is in the District boundaries).

4. Each Board Member may telephone or personally interview each candidate.
5. If there are more than three candidates for any given open position, the field of candidates will be narrowed to three (3) in the following manner prior to a final decision of the Board:
 - A. Supervisors, at a regular Board Meeting, will go into executive session to discuss the candidates' qualifications.
 - B. The Board meeting will resume; in open session, a vote by matrix is to be conducted;
 - C. Each Board Member receives up to a maximum three votes. Board Members will use 1-3 of their votes by voting for different candidates. (number of votes shall equal the number of candidates moving on in process); only one (1) vote for any given candidate from a Supervisor;
 - D. Ties shall be determined by a runoff matrix.
6. Staff notifies all candidates of status.
7. The remaining candidates are to attend a Board meeting to be publicly interviewed and compete for selection in the following manner:
 - A. At the beginning of the meeting during which interviews are scheduled a list of interview questions will be provided to each candidate. The Board Chair will ask each candidate the same 2-3 questions. Other candidates will be asked to stay outside the room during individual interviews;
 - B. After interview, candidate can make a 2 minute closing statement;
 - C. After interviews are completed, Board goes into executive session to discuss the candidates' qualifications;
 - D. The Board meeting will resume; in open session, a vote by matrix is conducted;
 - E. Each Board Member gets one (1) vote;
 - F. Ties shall be determined by a runoff matrix.
8. The individual selected to fill the Supervisor position is named, and will be sworn in and seated.
9. After the individual selected to fill the Supervisor position has been seated, staff will prepare a notice for the Commission, which certifies that the individual selected was duly appointed by the

Board to fill the a vacancy of an elected supervisor; and that following the appointment of the individual selected, the composition of the Board will be in compliance with the requirements of Chapter 89.08.160 RCW (i.e. two of the three elected supervisors are either landowners or operators of a farm).

Notes:

1. *If there are 3 or less candidates, skip Step 5, and move directly to Step 7.*
2. *Questions will be determined in advance by the Board of Supervisors. Each Board Member will submit 1-2 questions by email to the Administrative / Executive Assistant, which will be assembled into a list. The Board will review those questions and come up with a slate of possible questions to be asked of candidates.*