



# APPLICATION FOR INTERIM APPOINTMENT FOR COUNTY COMMISSIONER POSITION #1

## Contact Information

*(please print)*

1. Full Name: \_\_\_\_\_
2. Address: \_\_\_\_\_  
\_\_\_\_\_
3. Phone Number: \_\_\_\_\_
4. Email Address: \_\_\_\_\_

## Background of Applicant

5. Please describe, or attach a resume, that clearly describes your education background:

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6. Please describe, or attach a resume, that clearly describes your employment history:

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## Knowledge, Skill and Abilities

Please describe your experience and/or abilities in the following areas:

*(Please write or type your answers on a separate sheet of paper and attach it to this application)*

7. Managing personnel
8. Public fiscal issues and budgeting
9. Understanding and applying federal and state laws
10. Civic or government service
11. The operations of local government

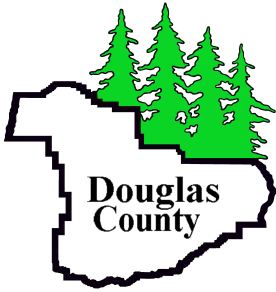
I hereby attest by signing this document that all of my statements in response to this application are true to the best of my knowledge.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

## Deadlines and Submission Criteria

- ! All applications must be received by July 31, 2018 at 5 pm.
- ! Applications may be mailed or delivered to the Douglas County Board of Commissioners, Courthouse Rm. 217, 1036 SE Douglas Ave., Roseburg, OR 97470; or,
- ! Emailed to [michelle@co.douglas.or.us](mailto:michelle@co.douglas.or.us)



## **INTERIM COMMISSIONER APPOINTMENT REQUIREMENTS**

### **Requirements of Oregon Constitution and Statute**

1. Elector of the County (registered voter)
2. Citizen of the USA (and an elector)
3. Resident of the County for one year (preceding next election)
4. Endorse Oath of Office (to support and carry out constitution of the USA and State)
5. Not a member of or affiliated with any organization which teaches or advocates overthrow of the USA Government by force or violence
6. Qualify in same manner as required by law...in whose place the person is appointed



## **TOPICS TO CONSIDER IN THE INTERIM COMMISSIONER SOLICITATION AND APPOINTMENT PROCESS**

- ! Constitutional and Statutory Requirements
- ! Education Background
- ! Employment History
- ! Personnel Management
- ! Public Budgeting
- ! Experience with State and/or Federal Laws
- ! Civil/Community Service
- ! Government Service
- ! Familiarity with Local Government operation
- ! Knowledge of the County geography
- ! Longevity in Douglas County
- ! Prior Elective Office
- ! Experience in Supervision as a Board Member
- ! Knowledge or application of Local Law's
- ! Top three issues facing Douglas County



## INTERIM COMMISSIONER PUBLIC MEETING REVIEW

- ! Public Notice: Advance notice of meeting is a requirement (i.e., notifying the appropriate media in time for them to publish the notice in their agenda column 24 hours in advance of the meeting). The County's responsibility is to notify the appropriate media, in a timely manner, and to ensure that the meeting information was received by them. If the County has properly notified the media, but the item is not published, the County has met its legal requirements and the meeting is considered a legal meeting.
  
- ! Quorum of the Board: 51 percent of the membership constitutes a quorum, in the case of the Board, 2 of 3. ORS 192.650 states, "a quorum is required in order to make a decision or to deliberate toward a decision on any matter (decision meaning an determination, action, vote or final disposition)." If a quorum is not present the Board cannot make an official decision.
  
- ! Minutes: Minutes are the official record of the proceedings of a meeting of a public body. Written minutes of all Board meetings on the appointment of the Interim Commissioner are required.

Minutes are required by State statute (ORS 192.650) to contain the following information:

- 7. Members present
- 8. All motions and their disposition
- 9. The results of all votes and the vote of each member by name
- 10. The substance of any discussion on any matter
- 11. Reference to any document discussed

In addition minutes should also contain:

- T The date, time and location of the meeting
- T Names of guests present

- 4. Findings and Recommendation: Findings are conclusions reached by the Board. They are statements relevant to the action collectively agreed upon. Minutes document the *why* a decision is made. Decisions should be stated in the form of the motion. The minutes should state the name of the individual who made and seconded any motion, and the outcome of the vote.