Procedure of the Four Creeks Unincorporated Area Council

UAC Member Appointments

# Section I

## Overview

Four Creeks Unincorporated Area Council (UAC) members may be elected or appointed. This procedure guides the UAC for the planning, conducting, and reporting the results of member appointments.

# Section II

## Role

### The Election Committee:

#### Manages the procedure for UAC appointments (this procedure)

#### Facilitates UAC appointments

#### Maintains the official member list and contact information

### The Council:

#### Shall take such steps as it deems necessary and reasonable to ensure that members of the community have the opportunity to nominate themselves for selection to fill any vacancy by expressing their eligibility and interest in serving.

### Council Members:

#### May nominate a person, who is not presently on the Council, from among the members of the community who are eligible to serve and who have expressed an interest in so serving.

### Candidates:

#### Must attend a UAC meeting to declare their candidacy and to allow for questions from members and non-member residents.

#### Will be allowed two (2) minutes to present their campaign statement.

# Section III

## Schedule

### The Council shall ensure that at least four (4) weeks public notice is given that there is a vacancy on the Council, that the Council may be selecting a person to fill that vacancy at any subsequent meeting. [Needs to be rewritten]

### Candidate interviews and appointments are conducted as regular UAC business.

### Challenges to appointments must be received by the Council no later than two (2) weeks following the appointment.

# Section IV

## Voting

### Voting is conducted at any UAC regular meeting.

### Final selection of the nominee(s) to fill the vacant position(s) shall be by a majority vote of the Members of the Council present.

# Section V

## Criteria

### The UAC membership will not exceed fifteen (15).

### The UAC’s priority is geographic diversity, therefore the appointment priorities are:

#### Appoint a District resident to a vacant District position

#### Appoint to a vacant At-Large position

#### Appoint a District non-resident to a District position

### The UAC has no obligation to appoint to every open position

### The UAC has no obligation to disclose the reason for accepting or rejecting an appointment candidate nor does it have an obligation to disclose the reason it chose to make any assignment.

### Appointed members are expected to agree to and fulfill the obligations of any UAC member.

# Section VI

## Candidates

### Any eligible voter may declare candidacy for an open position in the District in which they reside or for any open At-Large position.

### Voters may declare for more than one open position.

# Section VII

## Results

### Final selection may be done at a regular or special meeting of the Council.

### Appointee term(s) expire at the next UAC Officers election which currently occurs in January each year.

### All members, elected or appointed, share the same responsibilities, accountabilities, and authorities

# Section VIII

## Challenges

### All challenges to appointment results shall be submitted in writing no later than the date specified in Section III Schedule.

### The challenger shall provide supporting citation of Bylaw or Procedure that was not followed, identifying information of the challenger, and desired outcome of the challenge review.

### The discussion and disposition of the challenge shall be made at the regular UAC meeting specified in Section III Schedule.

### The challenger is not required to attend the meeting of the Council where the challenge is addressed.

### All Council decisions regarding challenges are final.

# Section X

## Process Improvement

### After completing an appointment, the UAC should review the Appointment Procedure and propose any changes to the Council for consideration and approval.

### The UAC Secretary is responsible for the configuration control of this procedure.

### Proposed changes for future elections:

#### For a variety of reasons, including changes in the relationship between King County and the UAC, the 2011 election approval is scheduled later than desired.

### The procedure step for this approval should be modified to read: “No later than the UAC meeting four (4) months prior to the election meeting (July), the Election Committee must receive Council approval to conduct an election and approval for the election method, schedule and budget”.

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| Revisions |  |
| Date Adopted | Description of Amendment |
| December 21, 2011 | New document  Member appointment procedure separated from member election procedure |