

**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
Roles

- A. The Election Committee:
 - 1. Manages the procedure for UAC appointments (this procedure)
 - 2. Facilitates UAC appointments
 - 3. Maintains the official member list and contact information
- B. The UAC Secretary:
 - 1. Maintains configuration control of this procedure
- C. The Council:
 - 1. 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.
- D. Council Members:
 - 1. 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.
- E. Candidates:
 - 1. Must attend a UAC meeting to declare their candidacy and to allow for questions from members and non-member residents.
 - 2. Will be allowed two (2) minutes to present their campaign statement.

Section III
Schedule

- A. The Council shall conduct appointments at every January regular meeting and may conduct appointments at any regular or special meeting.
- B. The Council shall maintain a list of member positions on its web site with information about elections and appointments.
- C. Candidate interviews and appointments are conducted as regular UAC business.
- D. Challenges to appointments must be received by the Council no later than two (2) weeks following the appointment.

Section IV
Voting

- A. Voting is conducted at any UAC regular meeting.
- B. 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

- A. The UAC membership will not exceed the maximum specified in the UAC Bylaws (currently fifteen (15)).
- B. The UAC's priority is geographic diversity, therefore the appointment priorities are:
 - 1. Appoint a District resident to a vacant District position
 - 2. Appoint to a vacant At-Large position
 - 3. Create and appoint to a Temporary At-Large position authorized by a vacant District position.
- C. The UAC has no obligation to appoint to every open position
- D. 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.
- E. Appointed members are expected to agree to and fulfill the obligations of any UAC member.

Section VI

Candidates

- A. Any eligible voter may declare candidacy for an open position in the District in which they reside or for any open At-Large position.
- B. Any eligible voter may request the UAC create a Temporary At-Large position, if one is authorized, and declare candidacy for that position.
- C. Voters may declare for more than one open position.

Section VII

Results

- A. Final selection may be done at a regular or special meeting of the Council.
- B. Appointments expire at the end of the position's term, except temporary at-large appointments which expire at the end of the calendar year.
- C. All members, elected or appointed, share the same responsibilities, accountabilities, and authorities

Section VIII

Challenges

- A. All challenges to appointment results shall be submitted in writing no later than the date specified in Section III Schedule.
- B. 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.
- C. The discussion and disposition of the challenge shall be made at the regular UAC meeting specified in Section III Schedule.
- D. The challenger is not required to attend the meeting of the Council where the challenge is addressed.
- E. All Council decisions regarding challenges are final.

Section X

Process Improvement

- A. After completing an appointment, the Election Committee should review the Appointment Procedure and propose any changes to the Council for consideration and approval.

Revisions

Member Appointment Procedure of the Four Creeks Unincorporated Area Council

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