

1.0 SWCD Program Policy: Soil and Water Conservation Commission Appointments and Reappointments

ODA Program Area: NRPA	Effective Date: XX
Program: SWCD & Water Quality	Reviewed Date: XX
Policy Owner: SWCD Program Manager	Reference/Authority: ORS 561.395
Subject: Soil and Water Conservation Commission Appointments and Reappointments	Approval Authority: ODA Director

Purpose: This policy is intended to support consistency in Soil and Water Conservation Commission (SWCC) appointments and reappointments. It also establishes standards in alignment with agency core values: fairness; diversity, equity, and inclusion; practical collaborative approaches to problem solving; transparency.

Policy (Statute/Rule):

Statutes: ORS 561.395(1) through (5)

Rules: No ODA Oregon Administrative Rules pertain to SWCC reappointments

Procedures:

1) Notice

- a) **NRPA Director:** Inform SWCC Chair and affected commissioner(s) of current and pending vacancies and term expirations. Where the Chair is a SWCC reappointment candidate, forward to the Vice Chair, or the most senior SWCC member not currently being considered for reappointment.

2) Recruitment

- i) **SWCD Program Manager:** Ensure recruitment advertised to district board members within affected commissioner region(s). See SWCC Regions in Appendix 1.1, recruitment guidance in Appendix 1.2.
- b) For term expirations, currently serving commissioner(s) are invited to submit expressions of interest.

- c) Candidates directed to prepare and submit expression of interest describing their qualifications and experience relative to the criteria described in Appendix 1.2.
- d) Any member of the public may nominate an eligible candidate by completing an expression of interest on their behalf and including evidence that the candidate supports the nomination.

3) Review

- a) **SWCD Program Manager:** Ensure that submitted expressions of interest are from candidates that are currently serving SWCD Board Directors. Prepare a SWCC candidate memo for the ODA Director describing the candidate criteria in Appendix 1.2, listing the current or pending SWCC vacancies or expirations, and the candidates, noting currently serving SWCC members who are seeking reappointment. Candidate expressions of interest will be included as enclosures.
- b) **NRPA Director**
 - i) Review and forward the candidate memo and enclosures to the SWCC Chair requesting their review and advice. Where the Chair is a SWCC reappointment candidate, forward to the Vice Chair, or the most senior SWCC member not currently being considered for reappointment.
 - ii) Forward the final memo and enclosures including the SWCC advice to the ODA Director.

4) Selection

- a) **ODA Director**
 - i) Review SWCC appointment memo and enclosures and select candidate(s) according to the criteria described in Appendix 1.2.
- b) **NRPA Program Director**
 - i) Inform SWCC Chair or designee of selected candidate(s).
 - ii) Inform SWCD Program Manager of selected candidate(s).
 - iii) Inform candidates who were not selected.

5) Appointment

- a) **SWCD Program Manager**
 - i) Direct SWCC support staff to draft appointment documents. Review appointment materials and forward to the NRPA Program Director and ODA Director for signature.
 - ii) Inform all SWCDs of selection(s) after candidates have been informed of the outcomes.

b) ODA SWCC Support Staff

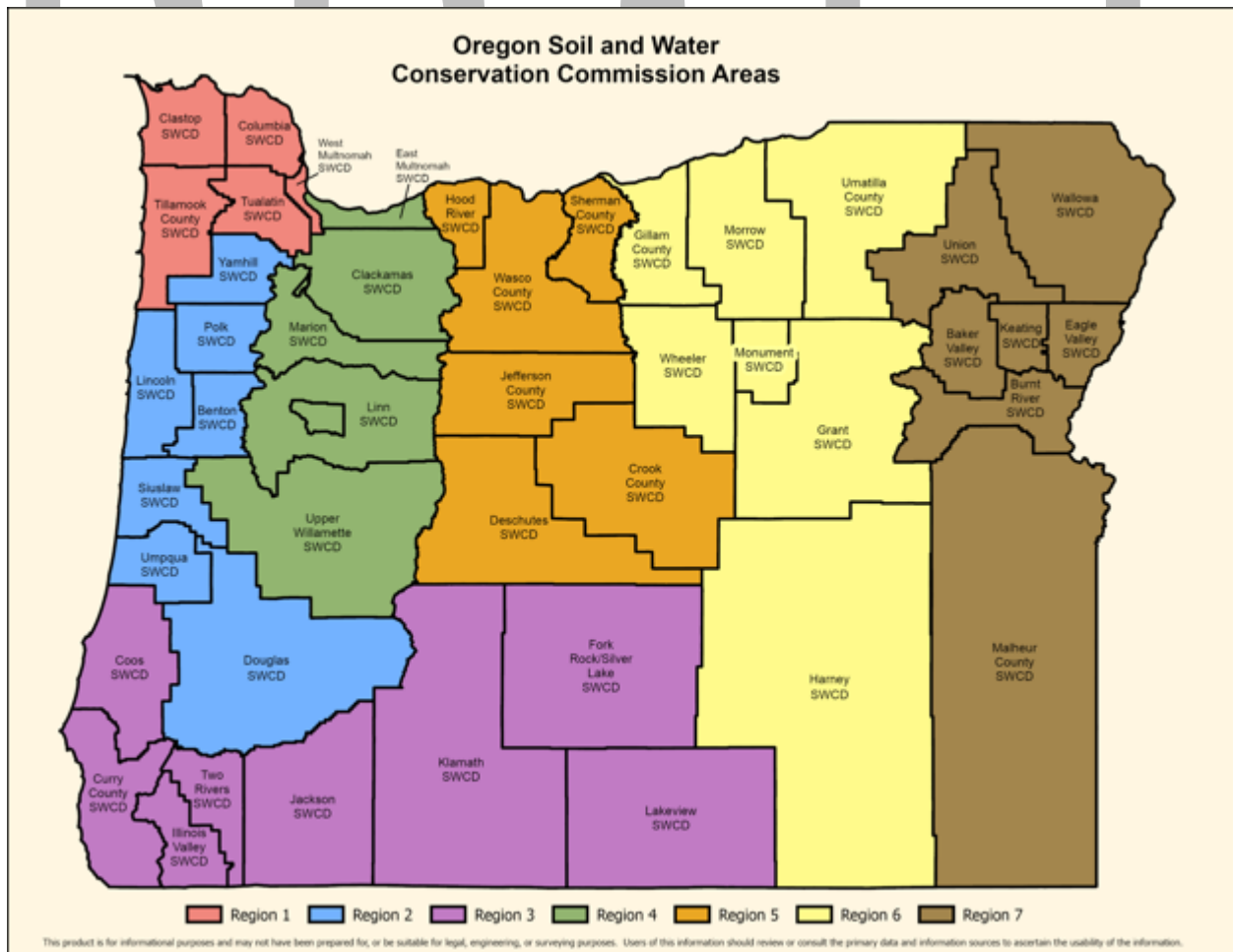
- i) Draft and mail or email appointment documents for each selected candidate.

6) Swearing In

a) SWCD Program Manager

- i) Arrange for swearing in to occur either during SWCC meeting or outside of a meeting as convenient.

Appendix 1.1: SWCC Regions



Appendix 1.2: SWCC Recruitment Guidance

SWCC Candidate Criteria

Expressions of interest should contain a description as to how their qualifications and experience would help fulfill the purpose of the SWCC (ORS 561.395) and align with department core values:

Purpose of the SWCC

- 1) Ensure close contact between the State Department of Agriculture and the various soil and water conservation districts in the state;
- 2) Keep the department advised as to matters of soil and water conservation in the state;
- 3) Act as a representative for the SWCC region of the state;
- 4) Advise and develop policy with the department;

Department Core Values

- Honesty, integrity, and fairness
- Diversity, equity, and inclusion
- Respect for people and property
- Practical collaborative approaches to problem solving
- Science-based approaches: technical and professional competence
- Transparency
- Quality customer service

Recruitment Guidance

- 1) SWCD Program Manager
 - a) Solicit nominations and expressions of interest from/for directors within the geographic area of affected SWCC members. Outreach will be initiated by an email to SWCD Directors and Board members. The recruitment period should be a minimum of 3 weeks.
 - b) Inform Water Quality Program staff of the recruitment effort and encourage their participation in informing districts and board members.
 - c) Conduct additional outreach opportunistically during regular program contacts through meetings, phone calls, and other methods.

2) Water Quality Program Staff

- a) As appropriate, conduct additional outreach opportunistically during regular program contacts through meetings, phone calls, and other methods.