

SUNRIVER SERVICE DISTRICT NOMINATING COMMITTEE CHARTER

Approved by SSD Board Feb. 20, 2025

1. AUTHORITY:

- A. The Restated Sunriver Service District Management Agreement, Document No 2024-395 between the Governing Body of the Sunriver Service District (the Deschutes County Board of Commissioners) and the Sunriver Service District Managing Board (hereafter referred to as SSD) provides for the appointment of SSD Board Members by the Governing Body after reviewing recommendations by the SSD. When a vacancy on the SSD occurs, the SSD shall convene a Nominating Committee to select suitable candidates, notify the SSD Managing Board before submitting the recommendations to the Governing Board for consideration, approval and appointment.

2. PURPOSE:

- A. The Nominating Committee is responsible for recruiting, screening and qualifying a slate of candidates to fill SSD Board vacancies. The Committee shall select the best suited candidate for the positions and notify the SSD Managing Board before submitting the recommendations to the Governing Board for consideration, approval and appointment.
- B. SSD Board members serve up to two consecutive terms of three years starting on September first and ending on August 31. Members must resubmit application to the Nomination Committee for recommendation at the end of their first term if they wish to continue to serve a second term.

3. ORGANIZATION:

- A. The Nominating Committee shall consist of three to seven (3-7) members who serve staggered three-year terms.
- B. One member shall be a current SSD Board member.
- C. The Sunriver Homeowners Association (SROA) Board ex – officio member of the SSD Board is eligible to serve as a voting member of the Nominating Committee if they chose.
- D. Three Nominating Committee members shall be district property owners per 5c of the Restated Sunriver Service District Management Agreement. Other members may be a District property owner, registered district elector, or business owner representative within the district bounds.
- E. The SSD Board shall select and appoint the Nominating committee members.

4. FUNCTIONS AND RESPONSIBILITIES:

The Nominating Committee shall:

- A. Meet with or designate members to meet with the SSD Board Chair and other Board Members to discuss desirable candidate qualifications, skill sets, and experience to guide the Committee's recruiting efforts.
- B. Develop a list of potential candidates and contact qualified potential candidates to determine their interest.
- C. Provide public notice and announce open nomination(s) by the Committee in approved publication(s).
- D. Provide interested candidates with the SSD Board Application Document and inform them of the date required for completion.
- E. Verify that the forms are complete.
- F. Verify that the candidate is a District property owner, registered district elector, or business owner representative within the district bounds.
- G. Inform candidates that upon selection they will be subject to a criminal background check. Current SSD Board members applying for a second consecutive term may not be subject to a criminal background check.
- H. Inform candidates that upon selection they will be required to sign a Conflict of Interest Statement. Current SSD Board members applying for a second consecutive term may not be required to sign a Conflict of Interest Statement.
- I. Review application form and select qualified candidates for interview.
- J. Establish an adopted form of interview questions and interview selected qualified candidates. All interviews are to be conducted with a quorum of the Selection Committee and the District Board Administrator. The Nominating Committee may, at its discretion, involve the Fire and/or the Police Chief in any part of the selection process for candidates.
- K. Notify submitting candidates of the status of their application throughout the selection process.
- L. The Committee shall select the best suited candidate for the position(s) and notify the SSD Managing Board before submitting the recommendations to the Governing Board for consideration, approval and appointment.

5. SSD ADMINISTRATOR ROLE AND RESPONSIBILITY:

- A. Provide staff assistance to the Committee's functions described above in "4: Functions and Responsibilities".
- B. Serves as non-voting member of the Nominating Committee.
- C. Maintains all Committee documents and files.
- D. Ensures compliance with this Committee Charter as well as all requirements governing SSD Managing Board ethics, legal and notification requirements.