



Per the AIPRD ByLaws, ARTICLE III - BOARD of COMMISSIONERS

Item 4. Vacancies:

Vacancies on the Board may result from death, resignation, felony conviction, conviction for failure to keep the oath or bond of office, including failure to remain a legally registered voter in the district, or other judicial action removing the commissioner from office. Vacancies will be filled in accordance with RCW 42.12.070, normally by a majority vote of the remaining commissioners, of an individual legally qualified to fill the position. Such appointment will be to complete the unexpired term of the departed commissioner, except that position must stand for public election at the next regularly scheduled general election cycle for the District.

Process for Resigning as a Commissioner

- Any sitting board member may indicate their desire to resign from their position via written notification to the rest of the board, either through email or paper delivery.
- At the next scheduled board meeting, the remaining board members will vote to accept the resignation, officially creating a vacancy on the board.
- In the interim time, the board may take action to seek candidates to fill the position for the remainder of that position's term.
- If possible, departing board member will gather files for handoff and engage in transition meetings to ensure a smooth transition of responsibilities.

Process for Notifying the Public of Open Board Position

The board will post notifications of the open board position via:

- AIPRD website and blog
- AIPRD social media accounts
- Available reader boards on the island
- Posted fliers in available public locations (e.g. – General Store, AI Community Club, etc)
- In their monthly article in local publication, The Sounder

The board will balance the urgency of filling the vacancy with due diligence to offer reasonable response time to the public to see notifications and submit their interest as a candidate. As a best practice, the candidate submission window would be between 5-8 weeks.

Process for Appointing a Commissioner to a Vacant Seat

Submit Candidacy

Any individual seeking consideration for the board will submit Letters of Intent and Resumes by the indicated deadline. The individual should take time to reflect on what they bring to the position - professional background, personality traits or skills that may be helpful, their passions and how they would like to contribute. Each board member brings their own special mix to projects, and Letters of Intent should speak to a candidate's strengths and skills.



Board Preparation

Prior to candidate interviews, board members will:

- Review previously established requirements for commissioner qualifications, add items that address gaps in the board with the departure of the resigning commissioner and/or changing needs of the organization, and reach consensus on the final list.
- Revisit scoring weight for qualifications and reach consensus on calculation of scores.
- Prepare specific questions that are a priority to ask all candidates.
- Review all provided materials in advance of Candidate Interviews.

Candidate Interviews

The Board will conduct interviews with individual candidates. This interview will consist of:

- An introduction by the board to the organization
- An introduction by the candidate of their interest in the position
- Reviewing the responsibilities of the overall role of Commissioner and the open position's office (Chair, Vice Chair, Secretary, Financial Officer, Contracts Officer)
- Prepared questions for the candidate
- Questions from the candidate
- Clarifying discussion on any points that need resolution

After the candidate's departure, the board members will individually score the candidate based on the prepared qualifications list.

Selection of Candidates

Upon completion of the interviews, the board will open discussion about the candidates' qualifications, their scoring, and decide which candidate is best qualified to assume the open position. At the next scheduled board meeting, the board will officially vote to appoint the selected candidate to the open board position.

Assuming the Commissioner Role

The newly appointed board member will need to onboard and take certain steps to complete paperwork to be a sworn official of the park. This includes, but is not limited to:

- Sign and submit Pierce County Oath of Office
- Complete Open Public Meetings training
- Set up parks email
- Transfer paper or digital files from previous board member, as needed
- Engage in orientation sessions for duties, technology, etc.
- Get signatures and submit signature card for Columbia Bank
- Submit t-shirt size and name to put on shirts