

TO: Tara Johnson, County Board Chair

FROM: Margaret Norden, Administrative Assistant

RE: Committee Renewals

As requested, I've compiled a summary of special committees to show the renewal months, terms, and the vacancies I'm aware of at this time.

You also asked to have an indication of how renewals are handled:

- Approximately three months prior to the renewal month, I go through the list that I maintain. This includes the current member rosters of special committees and the ordinances for each committee.
- I then prepare a letter for the Board Chair's or County Administrator's signature (depending on what the ordinance specifies) to request the committee member renew their appointment. The exception to this is when the ordinance limits the number of terms members can serve, in which case the Board Chair, committee chair, and/or reporting staff person would be notified of a pending vacancy.
- The renewal request letters go out two months prior to term expiration with a request to respond within four weeks. I track responses to the letters, and forward the renewals to the Clerk to put on the County Board agenda.

- **For non-renewals, mid-term resignations, or other vacancy occurrences, I notify the Board Chair, and, if directed, the chair of the committee and/or the reporting staff person. Since some ordinances specify a particular representative, I let them know that. I retain any letters or messages about persons who have expressed an interest in a particular committee, and pass that along. Interested persons may contact me by phone (785-9563) or email (mnorden@lacrossecounty.org).**

- After appointments are approved by the County Board, I update the list and check for the next round of appointments.

[List of Committees and Vacancies](#)

If you have any further questions, please just let me know.