

COUNTY OF ALLEGHENY
OFFICE OF THE CHIEF EXECUTIVE
EXECUTIVE ORDER

SUBJECT:

NUMBER:

**FAIR REPRESENTATION IN APPOINTMENT TO BOARDS,
AUTHORITIES AND COMMISSIONS**

2006-1

Date:

By Director of:

DECEMBER 13, 2006

DAN ONORATO, CHIEF EXECUTIVE

WHEREAS, since January 2004, the Chief Executive has developed and implemented a policy regarding those boards, authorities, commissions and other bodies over which the Chief Executive has power of appointment to ensure that the membership on those bodies is fairly representative of the composition, outlook and diversity of the residents of Allegheny County; and

WHEREAS, the Chief Executive has recognized that Allegheny County benefits from a fair and open appointment process that will ensure that the composition, outlook and diversity of County residents is reflected on boards, authorities, commissions and other bodies for which the Chief Executive has power of appointment; and

WHEREAS, the residents of Allegheny County are best served when all boards, authorities, commissions and other bodies for which the Chief Executive has power of appointment fully and adequately represent the diversity of County residents and are equitably represented by gender, race, age, geography and other factors; and

WHEREAS, Allegheny County has a wealth of talent and energy in its communities that can best be developed and utilized when the diverse constituencies are represented and included to the fullest extent practicable in the policy-making process; and

WHEREAS, broad-based participation also provides appropriate role models from various social, economic, and cultural segments of the County and provides an entry point for future leaders to engage in civic activities and the political process.

NOW, THEREFORE, I, Dan Onorato, Chief Executive of the County of Allegheny, by virtue of the authority vested in me by the Home Rule Charter of the County of Allegheny and other applicable laws, do hereby order and direct as follows:

1. Data Collection and Database Development.

A. The County will develop and maintain a database of all boards, authorities, commissions and other bodies over which the Chief Executive has the power of appointment. The database will include, among other things, information on origin, qualifications, duration, purpose, meeting times, composition, number of members, length of terms, current membership roster, term expirations, and other pertinent information for each board, authority, commission or other body for which the Chief Executive has power of appointment. Articles of incorporation, bylaws, statutes, and any other related documents should be maintained and updated on an annual basis.

B. The County will cause to be developed and maintained a database of the age, sex, zip code, and optional demographic information, including race and disability, of: (1) each individual that submits an application for a board, authority, commission or body for which the Chief Executive has power of appointment; and (2) each appointee to such boards, authorities, commissions or other body.

2. Publication of Database.

The County will cause to be developed and maintained a “Boards, Authorities, Commissions and Other Bodies” page on its web site, with links to information about public, non-elected boards, authorities, commissions and other bodies for which the Chief Executive has power of appointment. This information will include a comprehensive alphabetical list of all boards, authorities, commissions and other bodies for which the Chief Executive has power of appointment, with links to individual pages for each board, authority, commission and other body, as well as links to this policy. The page on the County web site may also list all current vacancies and positions that are scheduled to become vacant in the next ninety (90) days on any board, authority, commission or other body for which the Chief Executive has power of appointment and contain a link to an online application. The County may also develop and maintain individual web pages on each board, authority, commission or other body for which the Chief Executive has power of appointment, with information about each board, authority, commission or other body. This information should include information on origin, duration, purpose, meeting times, board composition, number of members, length of terms, current membership roster, term expiration, qualifications, any current vacancies on the board, a link to the online application, and other pertinent information.

3. Applications.

The County Manager will develop a single standardized application form, which will be available on the County’s web site, that may be submitted by prospective applicants for any board, authority, commission or other body for which the Chief Executive has power of appointment. The County Manager will keep all applications on file for at least one year.

4. Annual Update.

All information required to be maintained by this Executive Order will be updated on an annual basis.

5. Effective Date.

This Executive Order shall become effective ninety (90) days after execution.