

Duties of Non-Elected County Officials and Boards



EXTENSION



COUNTY TRAINING PROGRAM
OSU Extension

Non-Elected County Officials and Boards

- Budget Board
- Board of Tax Roll Corrections
- Board of Equalization
- Excise Board
- Board of Health
- Election Board
- Trust Authority Board
- Law Library Board
- Emergency Management
- OK Cooperative Extension Service
- Free Fair Board
- Engineer



*Other Boards &
Non-elected County
Offices
(cont.)*

- **Circuit Engineering Districts**
- **County Free Fair Board**
- **Land Use Planning Commission**
- **County Hospital Board of Control**
- **City-County Park of Recreation Commission**
- **Jail Trust Authority**

County Budget Board

- **Created by resolution of the Board of County Commissioners; not a mandatory board.**
- **Members, the 8 elected county officers.**
- **Prepares & adopts the County Budget.**
 - **Reviews estimates of needs.**
 - **Revises estimates of needs.**
 - **Proposes county budget.**
 - **Conducts public hearings.**
 - **Adopts a county budget.**
 - **Files budget with County Excise Board for review and approval.**



County Board of Tax Roll Corrections



- **Members**
 - **Chairman of the Board of County Commissioners**
 - **Chairman of the County Equalization Board**
 - **County Assessor**
- **Investigate reports of errors on tax rolls.**
- **Issues orders of correction.**

County Board of Equalization

- **Members, one appointed by:**
 - **Oklahoma Tax Commission.**
 - **Board of County Commissioners.**
 - **District Judge(s).**
- **Adjusts appraisals to conform to the fair cash value of the property.**
- **Cancels assessments of property not taxable.**
- **Adds omitted property.**
- **Hears protests and grievances.**



County Excise Board

- **Members are same as the County Board of Equalization.**
- **Reviews budget requests, insuring adequate funding.**
- **Approves budgets.**
- **Fixes all tax levies.**
- **Files budget documents.**



Emergency Management

- Director appointed by the Board of County Commissioners.
- Provides emergency services.
- Provides protective measures.
 - Natural disasters
 - Man-made emergencies



Oklahoma Cooperative Extension Service

- Counties enter into contract with OK Coop Extension.
- Provides training and disseminates research-based information.

Agriculture

Home Economics

4-H Programs

Rural Development



Keegan Varner

County Extension Director |
Agriculture/4-H Educator
(also serves in Marshall county)



Amanda Cox

Family and Consumer Sciences/4-H
Educator (also serves Marshall
County)



Shauni Kimbro

4-H Educator
(also serves in Marshall county)



Sharyne Pitmon

Extension Administrative Support
Specialist

County Board of Health



- **Establish County Health Dept. Also, possible (District or Cooperative Dept.)**
- **Financed by mill levy, state funds, & user fees.**
- **Abate public health dangers.**
- **Control and suppress the spread of diseases.**
- **Assist State Commissioner of Health.**

County Election Board

- **Three-member board appointed by State Election Board.**
- **Supervises Elections.**
- **Resolves election disputes.**
- **Appoints precinct inspector, judge, and clerk.**
- **Prints, distributes, collects and counts ballots.**

The Election Board is composed of three members; a Chairman, Vice-Chairman, and Secretary, who are appointed by the State Election Board. The Chairman and Vice-Chairman are nominated by the Canadian County Democratic and Republican Party Central Committee, respectively. The Secretary is the administrative officer and supervises staff activities.

Sue Thompson, Chairman

Shirley Burton, Vice-Chairman

Allen Arnold, Secretary

Board Members

Board President

Kirk Butler - Jackson County Commissioner

Board Vice President

Wade Anders - Custer County Commissioner

Members

Johnny Davis - Beckham County Commissioner

Darryl Hicks - Blaine County Commissioner

Levi Krasser - Tillman County Commissioner

Lance Sander - Dewey County Commissioner

Steven Fite - Greer County Commissioner

Gary Lewis - Harmon County Commissioner

Gary Jennings - Kiowa County Commissioner

Bart Gossen - Washita County Commissioner

Brian Hay - Roger Mills County Commissioner

Circuit Engineering Districts

- The state is divided into eight geographic areas, districts.
- Each county within their district designates a County Commissioner to serve on their CED board.
- Objectives
 - Provide efficiency through pooling of resources.
 - Provide services that will improve the quality of the transportation system.
 - Provide planning and research.



County Engineer

- **Oversees County Highway Programs.**
 - **Supervise and coordinate.**
 - **Offer professional advice.**
 - **Keeps records on costs.**

County Law Library Board

- Provides legal resources.
 - Used by judges, governmental officials, lawyers, and county residents.
 - Supported by court costs.



County Free Fair Board

- Typically, 9 members, 3 elected from each commissioner district.
- Conduct fairs & agricultural shows without admission and exhibition fees.
- Financed by general fund appropriations, leasing of facilities, donations, and sometimes by county sales taxes.

CARTER COUNTY FREE FAIR ASSN., INC. FAIR BOARD



Other Boards & Non-elected County Offices (Not as Commonly used)

- **Land Use Planning Commission**
 - [City-County Planning and Zoning - Metropolitan Area Planning Commission - County Board of Adjustment - Act Expanded to Include Smaller Cities \(oscn.net\)](#)
 - Oklahoma Statute Title 19 Section 866.1 – 866.7
- **County Hospital Board of Control**
 - [Oath - Organization and Meetings - Power and Duties - Funds Established - Facsimile Signature Machine - Management of Properties \(oscn.net\)](#)
 - Oklahoma Statute Title 19 Section 790.1 – 793
- **City-County Park of Recreation Commission**
 - [Purpose - Commission Created \(oscn.net\)](#)
 - Oklahoma Statute Title 19 Section 1002 - 1008





Trust Authorities Title 60

- **Legal term...Express Trust under laws of Oklahoma (60 § 171)**
- **Common terminology... members operate under “authority” of the Trust...Trust Authority**
- **Created by vote of 2/3 majority of governing body...council, commission, board**



Trust Authorities Title 60

- **Beneficiary named...60 § 176.A, C**
 - State of Oklahoma
 - County
 - Municipality/Town/City
 - or a combination of any or all of these
- **Allowed to issue obligations & provide funds...60 § 176.A**
 - For accomplishment of public functions

Trust Authorities Title 60

- Operate under the by-laws to be drawn from only the purposes set forth in the resolution, motion or board action that created it

60 § 177.1

Express purpose of the trust, its function, its duties, its finances its membership should be stated clearly in the creating action, whether it be commissioners or city council, etc



Trust Authorities Title 60

- **Number of Trustees varies; often 5 (60 § 178.B); may be 3, 5, 7, 9, 15**
- **Usually appointed by governing board which created it, or may have conjoint members who serve on both**
 - **Some situations...elected members, or specific persons/holders of positions named to be members... 60 § 178.A**



Trust Authorities Title 19

County Jail Trust Authority, CJTA

- **is created when a majority of county voters approve such an authority. 19 O.S. Supp.1998, § 904.1(B).**

Trust Authorities Title 19

- Authority "shall consist" of five members, one of whom is the county sheriff. This statute also specifically states that the county sheriff "shall serve as chairman of the board of directors." 19 O.S. Supp.1999, § 904.2(B).

➤ Thus, the statute itself dictates that the sheriff serve not merely on the board, but as its chair. So long as the sheriff maintains that office, he or she is a member and chair of that board by virtue of that elective office. See A.G. Opin. 99-15 (holding that a county sheriff cannot resign from a county jail trust authority so long as he holds the office); see also A.G. Opinions 98-43 (discussing ex officio positions, which is service by virtue of one's office or position).



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