

<b><i>Jefferson County Policies &amp; Procedures</i></b>			
Policy Name:	<b>Appointment to County Boards, Committees and Commissions</b>	Approved:	
Policy Number:		Author:	Keyser
Associated:	Form: Application for Boards and Commission; Ethics Form		

**PURPOSE**

This directive sets forth the comprehensive process for items pertaining to appointments to the County’s boards and commissions including advertising for candidates, processing information to the Commission, interviewing of candidates, appointment timetables and oaths of office.

**POLICY**

The County Commission has the duty and right to appoint citizens to various boards and commissions. It is the stated desire and intent of the Commission to provide for an orderly appointment process to be followed by County staff and to encourage participation by interested citizens. All appointments and removals are made at the discretion of the County Commission.

**NOTIFICATION PROCESS**

1. Notice shall be given to the individual whose term is expiring one month prior to the date of the Commission meeting at which the appointment for the new term is to be listed on the agenda. If the individual would like to be reappointed they shall submit a letter expressing their interest to the Commission, no later than Monday noon for the upcoming Commission meeting at which the appointments will be made. The individual shall be encouraged to complete an application for boards, commissions and committees.
2. Notice shall be given to the Commission and placed in the Information Section of the Agenda Packet at least ten (10) days prior to the County Commission meeting at which the appointment is listed on the agenda.

**ADVERTISING PROCESS**

1. The Commission Staff shall advertise that applications are being accepted, at the appropriate times, a minimum of two weeks for expiring terms through the County’s website, email alerts, local government cable channel 17 and the newspaper(s) of record.
2. Any citizen interested in being appointed or reappointed to a board, committee or commission should submit a completed Application Form (Attachment 1) to the County Commission Office, and attach any additional information as desired. Applicants are required to submit letters of interest and/ or applications to the County Commission Administrative Office no later than Monday noon for the upcoming Commission meeting at which the appointments will be made. **If an applicant submits their letter of interest past the deadline, but prior to the**

Commission meeting where the appointment is scheduled, 1.) The applicant's information will be posted on the County's email Alerts notification system at least two days prior to the Commission meeting, or 2.) the Commission will defer the appointment until the following Commission meeting. The public will have at least 2 days of notice of the candidates for an appointment. In the event of urgent committee/board business and a lack of applicants, the Commission may choose to waive the two day requirement. If an approved candidate is not eligible/approved, the incumbent committee member is asked to continue serving until a replacement candidate can be appointed. All Application Forms submitted will be date stamped received and shall be retained for a period of two (2) years in making mid-term appointments as vacancies occur.

3. The County Commission Staff shall send a letter and/or email to each board or commission member with an expiring term of office to determine if the member wants to be considered for reappointment.
4. The Commission Staff will notify applicants on Monday, prior to the Thursday of the date and times of interviews. All applicants are encouraged to attend the interviews, however it is not mandatory.

#### **UNEXPIRED APPOINTMENTS**

1. Occasionally, a position may be available when a member is unable to finish his/her term prior to the term ending. In such cases, the vacant position must be filled by an unexpired term appointment that will serve out the remainder of the individual that they are replacing for an unexpired term.
2. The Commission Staff shall advertise that applications are being accepted, at the appropriate times, two (2) weeks for expiring terms through the County's website, email alerts, local government cable channel 17 and the Spirit of Jefferson.

#### **ZONING BOARD OF APPEALS ALTERNATE POSITIONS**

Alternates: Alternate members shall have all powers and duties of a regular Board member when sitting on a case and shall continue to participate in the case until a final decisions reached. Alternate members shall serve by rotation based upon seniority of appointment to board.

#### **TRAINING FOR PLANNING COMMISSION**

Newly appointed members to the Jefferson County Planning Commission governed by state law must attend a training seminar/orientation provided by the Jefferson County Planning Department to familiarize themselves with the laws and procedures governing that commission. This training should be undertaken with two (2) months after the appointee has taken office.

#### **RESPONSIBILITY**

1. It shall be the County Commission Staff's responsibility to keep a current and accurate list of all members of the boards, committees and commissions with dates of appointment and term expiration.

2. It shall be the responsibility of the boards; committee or commission chair to ensure that the County Commission is properly informed of vacancies created due to resignations or other factors that may affect this policy and its procedures.