



## Appointment of Board & Committee Members

This policy is intended to standardize the process for the selection and appointments of members to serve on Boards and Committees appointed by the Board of County Commissioners (BOCC). This policy also standardizes the term expiration dates for such Boards and Committees. The following Boards and Committees are appointed by the Board of County Commissioners: Fair Board, Planning & Zoning Commission, Impact Fee Advisory Committee, Comprehensive Plan Committees, Mosquito Abatement District Trustees, Hospital Board of Trustees and Housing Authority Commission.

**Central Location of Information Gathering and Recording.** The office of the County Commissioners will be the central location of information gathering for all appointments. The BOCC office will maintain a database of all current board members, complete with date of appointment and term expiration date.

The office will coordinate advertising for all Board and Committee vacancies. Citizens interested in serving should read "Questions to Ask Yourself" before submitting a standard application to the BOCC office (see Attachments A and B). Advertising and recruitment will begin 2-3 months prior to the expiration of a regular term of office. Current Board and Committee members are encouraged to network and recruit new members, but should remember that all applications must be filed at the BOCC office.

Advertising or recruitment may not take place if Board/Committee members whose terms are expiring desire to serve another term, provided that: (1) The respective Board submits a written recommendation to the BOCC that the member be re-appointed; and (2) The Chairman of the BOCC wishes to re-appoint the current member.

If a vacancy occurs prior to the expiration of a term, it is at the discretion of the BOCC whether or not to advertise or to choose from a list of recent or recruited applicants.

Advertisements will use a standard template. A master file of all applications will be kept in the BOCC office for a reasonable time.

**Recommendation.** Upon the close of the advertising period, applications will be forwarded to the respective board chair for dissemination to their board members. The respective board should review the applications and provide a written recommendation to the BOCC. The recommendation should outline the general reasoning for the board's preference and include reference to specific skills, knowledge and/or experience possessed by the preferred candidate. Boards need to submit their recommendation within a reasonable time period in order for it to be considered by the BOCC.

**Appointments.** The BOCC will rely heavily on the recommendation of the respective Boards. However, all appointments are ultimately the responsibility of the Chairman of the BOCC and the Chairman may choose to appoint a candidate other than the person recommended by the respective board. The BOCC strives to appoint new members in time for them to attend at least one monthly meeting before their term begins. The BOCC minutes will reflect the applicant names and the motion for appointment will contain start date and length of term.

**Notification of Applicants.** Once a decision is made, the office of the BOCC will notify every applicant that an appointment decision has been made.

**Term Expiration Dates.** Within statutory limits, the terms of all board and committee members appointed by the BOCC are hereby declared to expire on September 30 of any given year. Recruitment activities will begin in June/July of the year with final decisions made in August/September.