



ELBERT COUNTY GOVERNMENT

BOCC Appointments Policy

Policy# C-02

Title: Appointments to Boards, Commissions and Committees

1. **Purpose:** To describe a standardized process by which citizens are appointed to the various bodies authorized by statute, regulation, or Board of County Commissioners (BOCC) action.
2. **Applicability:** This policy applies to the BOCC and all citizens appointed to officially designated (See 5.a.(3)) Elbert County Boards, Commissions and Committees. This policy does not govern appointments to individual positions (i.e. persons serving a specific advisory or representative duty but, not as part of a board, commission or committee) required by statute, regulation or other local policy.
3. **Proponent:** BOCC
4. **General:** Annually, the BOCC votes to appoint and/or confirm appointment of citizens to various boards, commissions and committees that have specifically defined responsibilities and authorities. Their service on these bodies provide an opportunity for the county to benefit from the expertise, professional experience, and perspectives of our citizens. In order to maximize this benefit, a systematic effort must be made to select the most talented people who are available and willing to serve in support of goals set by the BOCC for our county.

5. Policy:

574481 B: 783 P: 184 POL
 12/20/2017 02:17:05 PM Page: 1 of 4 R 0.00 D
 Dallas Schroeder Recorder, Elbert County, Co



a. BOCC Guidance:

(1) Boards, commissions, and committees provide valuable advice and recommendations to the County Commissioners in support of the implementation of county-wide goals and plans as established by these elected officials. Their efforts support the provision of services and supportive infrastructure to the citizens of Elbert County and are generally answerable to the BOCC for their actions while serving in their appointed capacity.

(2) The BOCC recognizes that some boards and commissions have established statutory procedures for appointment and defined terms of service. It is, however, expected that even those that have volunteered to serve on those specific "statutory" boards and commissions will act in a manner consistent with the goals of those elected by the citizens to serve as County Commissioners.

(3) The BOCC currently appoints members to four designated standing bodies: the Planning Commission (a statutorily required body whose appointments are governed by CRS 30-28-103), the Elbert County Library Board (a statutorily required body whose appointments are governed by CRS 24-90-108), and the Fair Board and Water Advisory Committee (ad hoc bodies whose appointments are governed solely by this policy). From time-to-time, the BOCC may authorize other ad hoc boards, commissions, or committees. These too will be governed by this policy.

b. **Qualifications:** Unless otherwise specified by the specific body's bylaws or state and/or federal statute, a person considered for appointment must be at least 18 years of age, and a registered elector in Elbert County. Furthermore:

(1) Unless by unanimous vote of the Commissioners, no person shall serve on more than one BOCC appointed Board, Committee or Commission at a time (unless it is specifically called for in the bylaws or structure of a given committee). Appointments to Ad Hoc Committees created by the BOCC are exempt from the single committee service limitation because members of other BOCC appointed

Boards, Committees and Commissions may be deemed to have key knowledge that could be useful to an Ad Hoc Committee.

(2) No person who is a current plaintiff or claimant in any lawsuit involving the county will be considered for appointment or reappointment.

(3) No person who has been determined by the BOCC to have violated the public trust (e.g. purposely misled the public or used a public position for personal gain, abused authority or mistreated citizens or employees, misused taxpayer dollars, and/or failed to abide by local regulation or statute pertaining to the position considered) will be considered for appointment or reappointment.

(4) No person who is delinquent in required property tax payments will be considered for appointment or reappointment.

c. Good Standing: Appointees serve at the pleasure of the BOCC. Any appointee who becomes unqualified to serve based on the requirements of paragraph 5.b.(1)-(4) above, or is informed they have otherwise lost the confidence of the BOCC, is expected to resign his/her position or face removal by vote of the BOCC.

(1) Removal: Appointees may be removed by a majority vote of the BOCC, but only after a showing of good cause, as defined in, but not limited to, the bylaws adopted by the body to which they are appointed. Appointees considered for removal will be notified in writing and be given the opportunity to respond prior to formal action by the BOCC.

(2) Good Cause: Includes, but is not limited to, actions described in paragraph 5.b.(1)-(4) above, failure to act in accordance with body's governing state or federal statute, violation of the appointed body's bylaws, mishandling of funds, and or failure to abide by generally accepted accounting practices.

d. Selection Process: Every effort will be made to ensure appointees have the skills and abilities required of their appointed position and that the bodies they are appointed to are generally reflective of the overall citizenry of the county.

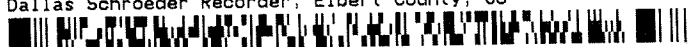
(1) Two months prior to the annual BOCC organizational meeting (generally the second regular meeting in January), staff will publically advertise a listing of vacant and expiring BOCC appointed positions. This advertisement will list desired skills and experience, and specify the general monthly time commitment, and length of terms.

(2) Interested citizens will be asked to submit resumes and letters of intent for consideration by the BOCC one month prior to the annual organizational meeting. Letters of recommendation may also be submitted.

(3) If bylaws for a specific body do not specify otherwise and there are three seats or more to be filled, a citizen from each of the three commissioner districts will be considered for appointment.

(a) Where three or more seats are to be appointed and unless otherwise specified in statute or bylaws, appointees will be nominated from each district by the Commissioner of that district.

(b) Remaining seats, not divisible by three, will be considered "at large" and nominations may be made by any member of the BOCC.



Policy# C-02: Appointments to Boards, Commissions and Committees

(c) No person will be directly appointed by any single member of the BOCC. All appointments will be made by majority vote of the BOCC.

(d) Unless otherwise specified by bylaws, or authorizing document (for short-term, ad hoc committees), the terms of appointed service will be up to 3-years. After initial appointment, continuance of service for the length of the term will be confirmed annually.

(e) If a citizen desires to serve beyond his/her initial appointment, a second term must be requested when pending vacancy is advertised (IAW with 5.d.(2) above)

(f) No citizen will serve more than two consecutive terms unless by unanimous vote of the BOCC.

e. Other:

(1) Input from Chairs of Boards, Commissions, and Committees: Though vacancies will be formally advertised, it is expected that members of the BOCC and the Chairs of the various bodies will actively solicit new members. The input of chairs, if provided, will be respectfully considered. However, the BOCC will not accept "slates" of candidates unless otherwise required by statute.

(2) Bylaws: All Boards, Commissions, and Committees, unless otherwise specified by BOCC action, will develop and maintain bylaws that specify an appointment process.

(a) In regard to membership, bylaws will at a minimum specify: the number of citizens to be appointed (ideally a number divisible by three), which positions are associated with which Commissioner district or "at large", the length of service terms (generally three-years), and stagger the start of terms to support continuity.

(b) The appointment process described in organizational bylaws will conform to this policy unless superseded by statute.

(c) Appointed bodies will provide draft copies of any bylaw changes considered to the BOCC for comment prior to adoption.

(3) Conformity: Upon adoption of this policy, current appointments will be reviewed for conformity. Individuals or appointed bodies that do not meet the requirements of this policy will request exception, resign, or accept corrective action taken by majority BOCC decision.

6. References.

- a. CRS 24-90-108 Library Board Appointments
- b. CRS 30-28-103 Planning Commission Appointments

7. Adopted: DECEMBER 20, 2017. Previous versions of policy regarding this subject are rescinded.

574481 B: 783 P: 184 POL
12/20/2017 02:17:05 PM Page: 3 of 4 R 0.00 D
Dallas Schroeder Recorder, Elbert County, Co



8. **Reservation of Authority:** The Board of County Commissioners reserves the right to alter, amend, add to, and/or revoke all or part of this policy at any time.


ADOPTED BY MOTION ON THE 20th DAY OF DECEMBER, 2017.



DANNY WILLCOX, CHAIRMAN AYE

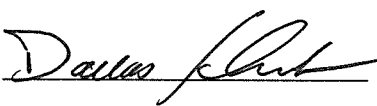


CHRIS RICHARDSON, VICE CHAIRMAN AYE



GRANT THAYER, COMMISSIONER AYE

ATTEST: DALLAS SCHROEDER
COUNTY CLERK

BY: 
DEPUTY, CLERK TO THE BOARD

