



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 Elbert County Boards, Commissions and Committees. This policy does not govern appointments to individual positions required to be identified by statute, regulation or other local policy.

3. Proponent: BOCC

4. General: Annually, the BOCC votes to appoint citizens to various boards, commissions and committees with specifically defined responsibilities and authorities. 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.

5. Policy:

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

(1) 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 current or former plaintiff claimant in any lawsuit involving the county will be considered for appointment or reappointment.

(3) No person who has been determined 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.

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

c. 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.

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(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 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.

(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.c.(1) above)

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

d. Other:

(1) Chairman's Input: 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 chairmen, 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 their individual 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 30-24-108 Library Board Appointments
- b. CRS 30-28-103 Planning Commission Appointments

7. Adopted: MMM DD, YYYY. Previous versions of policy regarding this subject are rescinded.

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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 ____ DAY OF _____, 2017.

_____ AYE
DANNY WILLCOX, CHAIRMAN

_____ AYE
CHRIS RICHARDSON, VICE CHAIRMAN

_____ AYE
GRANT THAYER, COMMISSIONER

ATTEST: DALLAS SCHROEDER
COUNTY CLERK

BY: _____
DEPUTY, CLERK TO THE BOARD