

ADAMS COUNTY BOARDS AND COMMISSIONS

POLICIES AND PROCEDURES

PURPOSE

This directive sets forth the process for procedures and standards for the appointment, recruitment, and selection of individuals to the County's Boards and Commissions.

POLICY

The Board of County Commissioners (BoCC) has the duty and right to appoint citizens to various boards and commissions. It is the intent of the BoCC to provide for an orderly 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 BoCC.

DUTIES OF BOARDS AND COMMISSIONS

- Most boards and commissions are advisory and all boards and commissions are subject to the powers and limitations set forth in statute or authorizing resolution. The duties and authority of the Adams County boards and commissions can be found on the County's website at the following link: <http://www.adcogov.org/citizen-advisory-boards-and-commissions>

ADVERTISING AND APPLICATION PROCESS

- When there are vacancies to be filled, the BoCC staff shall advertise that applications are being accepted through the County's website and social media. Available positions shall be posted for a minimum of ten days.
- Any citizen interested in being appointed or reappointed to a board or commission shall submit a completed Application Form to the BoCC Office via the County's website at <http://www.adcogov.org/citizen-advisory-boards-and-commissions>, and attach any additional information as desired.
- Applicants will be contacted by BoCC staff with next steps and notified of the date and times for interviews, if applicable.
- Citizens are able to apply for a board or commission at anytime through the County's website and their applications will be held by the BoCC Office until a vacancy arises.

MEMBER ELIGIBILITY

- Applicants must be residents of Adams County unless otherwise specified on the individual board resolution.
- There may be specific eligibility requirements, including qualifications by training or experience, for particular boards and commissions.
- Applications will be sent to the staff liaison(s) and county attorney to determine other eligibility factors as they pertain to each individual board's requirements prior to being considered.

INTERVIEW PROCESS

- The BoCC will conduct interviews two times annually, generally in the months of January and June schedules permitting. Exceptions will be made if a board is unable to reach a quorum due to membership or the BoCC deems it necessary for any other reason.
- BoCC staff shall select an interview date prior to the start of each process.
- Staff Input/Evaluation: A board liaison will attend interviews with the BoCC to provide input on the ideal characteristics and experience for potential board members as well as provide feedback of current board members; including an attendance report from the previous year.
- When the application deadline has passed, BoCC staff will compile all applications and provide an electronic packet to the BoCC and staff liaisons for review.
- The number of applicants selected for interview will vary based on the number of open positions, the qualifications of the applicants, and the number of applications received.
- BoCC staff shall schedule and confirm interviews. Applicants who fail to attend their scheduled interview may forfeit their opportunity for consideration of appointment to a board.
- With the agreement of the applicant, the BoCC may consider an applicant for service on an alternate board if the skills and competencies of the applicant are more suited for service on that board.
- The BoCC may elect to appoint members based on review of their application and staff feedback in lieu of an in person interview.

APPOINTMENT PROCESS

- After interviews and/or review of applications, the BoCC will give direction to staff to prepare resolutions to fill board vacancies. BoCC staff will prepare a memo to be emailed to the BoCC confirming the appointments to be made.
- BoCC staff shall notify each applicant of the BoCC's appointment decision via email or telephone. Letters will be sent to each individual appointed to a board or commission stating the name of the board to which they have been appointed, the name of the staff liaison for their board, and any other pertinent information relevant to the board position. Applicants will be asked to confirm their intent to serve on each board.
- BoCC staff will also prepare and send letters to those not selected for service.
- BoCC staff will prepare a resolution for each board appointment to be approved by the BoCC at a public hearing.

REQUIRED FORMS

- Paid board members will be required to complete a W9 Form in order to receive payment.

TERM OF OFFICE

- Term of office shall be set by resolution for each individual board or commission.
- Board members are appointed for a limited purpose and time, and once the assigned term of office is completed, they are excused from this appointment unless the BoCC selects them for another term of service in accordance with the adopted policy for board and commission appointments.

NEW MEMBERS

- Newly appointed board and commission members should make every effort to become as familiar as possible with all aspects of his or her particular board. To aid in the process, new members will be contacted by a staff liaison and will be provided with relevant information and regulations that govern their particular board.

TRAINING

- Board and commission members shall be required to complete a training course approved by the County Attorney's Office within 60 days of their appointment. Other training may be provided as deemed necessary by the BoCC or staff. Signed forms and training certificates of completion will be kept on file in the BoCC's office.
- Staff liaisons will be required to attend a training course approved by BoCC staff.

ATTENDANCE AT MEETINGS

- Board and commission members are expected to maintain regular meeting attendance. Members to any board or commission can miss no more than two consecutive meetings and no more than three meetings in any calendar year. Once the limit is reached by any member, the information shall be made known to the BoCC and the BoCC may consider vacating the position and will fill the vacancy in accordance with policy.
- Attendance at boards and commissions meetings will be reported to the BoCC on an annual basis for all members.

RESIGNATION PROCESS

- Should a board member be unable to complete their term, they should immediately notify their staff liaison and BoCC staff in writing. BoCC staff will then work to fill the vacancy in accordance with policy.

RECOGNITION OF BOARD MEMBERS

- It is the intent of the BoCC to occasionally recognize the work of board and commission members through a recognition dinner or other form of appreciation.

ROLE OF STAFF LIAISON

- A staff member is assigned to each board or commission to perform support services, provide technical data, prepare agendas, prepare minutes of the meetings, and other related functions. The staff member is not entitled to vote or preside over meetings.
- The staff liaison may arrange a meeting with new members prior to the first meeting date for briefings on the duties of the board and background information on items that may be considered at the next meeting.
- The staff liaison is responsible for communicating any changes related to their board or commission to BoCC staff including: updates to staff contacts, updates to bylaws, board member contact information, updates to the enacting resolution.
- Additionally, the staff liaison is responsible for communicating board member resignations to BoCC staff.
- A staff liaison will attend interviews with the BoCC.

CREATION OF A NEW BOARD OR COMMISSION

- The BoCC may identify the need for a new board or commission and establish one through resolution.
- Changes in the law may also dictate the establishment of a board or commission. It is the responsibility of the County Attorney's Office and individual departments to ensure compliance

with legal obligations for boards and commissions. Individual departments are responsible for the initial resolution establishing a board or commission via the public hearing/study session process already established by the Clerk to the Board. The resolution must include the following information:

- Scope and responsibility of the board
 - Legal authority, if applicable
 - Number of members
 - Member requirements/qualifications
 - Terms and term lengths
- BoCC staff will work with the staff liaison to set up a web page and recruit for the new board or commission in accordance with policy.
- In consultation with the County Attorney's Office, the staff liaison for the newly established board or commission will be responsible for ensuring that by-laws are adopted. By-laws should be provided to BoCC staff as soon as they are formally adopted.

REVIEW OF POLICIES AND PROCECURES

- This policy may be reviewed and amended by resolution as deemed necessary by the Board of County Commissioners