



JACKSON COUNTY BOARD OF COUNTY COMMISSIONERS
APPOINTMENT OF COUNTY BOARD/COMMITTEE MEMBERS

PURPOSE:

It is the intent of the Board of County Commissioners by adoption of this policy to solicit public interest and to establish a fair and equitable procedure for appointments, reappointments, or replacement of members to County boards/committees.

POLICY:

- 1) A news release will be placed in local newspapers of general circulation advising of any opening on County boards/committees and the qualifications for said positions. The news release will indicate that letters of interest and applications are being accepted by the Board of County Commissioners for these positions. A deadline will be established for receiving these applications and will be noted in the news release.
- 2) Individuals who already are serving on a County board/committee whose terms are expiring will be notified of the expiration of their term prior to the date of term expiration. They will be required to submit a letter of interest and a revised application as to whether they wish to continue serving on said board/committee. If a letter is not received from the individual whose term is expiring, it will be assumed that the individual no longer wishes to serve on said board/committee.
- 3) Vacancies created by individuals who resign prior to the expiration of their term will be viewed as new appointments and the procedure outlined in item 1 above will be followed. All resignations must be submitted in writing to the Board of County Commissioners.
- 4) All applications received prior to the established deadline will be forwarded to the Board of County Commissioners and/or their designees for consideration. Applications received after the established deadline will not be considered. All appointees must be residents and registered voters prior to the time the appointment is made except in case of compliance with Florida Statute or other applicable laws, or where exception is adopted by the Board of County Commissioners within Resolution or Ordinance creating the board/committee membership.
- 5) Appointment of County board/committee members shall be by a majority of a quorum of the Board of County Commissioners present at the meeting on which such action is taken. The Board of County Commissioners shall consider all persons for whom qualified applications are received prior to the established deadline. This procedure of appointment will be followed for all County boards/committees except where laws or Florida Statutes deem otherwise.

- 6) After the appointment is made, all individuals who submitted applications will receive notification advising whether they were selected for the particular position for which they indicated an interest.
- 7) Alternate County board/committee members, where alternate membership slots are provided, shall be appointed in the same manner as set forth in item 5 above.
- 8) All individuals who were serving that were not reappointed or chose to resign, will receive a Certificate of Appreciation for their service to the County.
- 9) Appointed individuals, shall serve out their appointed terms in accordance with the established board/committee policies unless otherwise stated.
- 10) All members appointed by the Board to serve on various boards/committees are expected to attend each meeting of the board/committee. If a member is absent from three or more meetings of the board/committee, the remaining members of the board/committee shall recommend to the Board of County Commissioners to consider unseating of such member. The Board of County Commissioners Chairman will send a letter to the individual notifying them of the unseating , after approval of such action through the Agenda approval process.
- 11) In making appointments to the Planning and Zoning Commission, the Board of County Commissioners will consider:
 - a. This Commission shall consist of seven members. Five (5) members shall be appointed at the discretion of each County Commissioner and two (2) at large members shall be appointed by the Board of County Commissioners as a whole.
 - b. Diversity in type of education, training, expertise areas, past and/or current professions, and professional memberships in related areas.

Qualifications will be outlined pursuant to the items above in a report prepared by the Planning staff for review by the Board of County Commissioners prior to appointment.

Attendance records are required to be maintained by the Department responsible for the board/committee, or in the event no department is responsible for the board/committee, by the Chairman of the board/committee for both full and alternate members. These attendance reports are to be available upon request.

The members referred to are full member positions. Alternate members are not required to attend every meeting. However, alternates that are called to attend meetings and do not attend three meetings for which they are called, can be considered for unseating under the same terms as full members.