

**DOUGLAS COUNTY**  
**BOARD AND COMMISSION APPOINTMENT POLICY**

**PURPOSE:**

To create a more formalized appointment process and policy to increase the information available to the public regarding available vacancies to advisory boards and commissions and to increase the information available to the Board of Commissioners regarding applicants to vacant positions on advisory boards and commissions.

**POLICY:**

**I. Vacancy Notice to the Board of Commissioners:**

- a. The secretary to the County Board shall notify Commissioners of an impending vacancy to an advisory board or commission to which the Commissioners have the duty to appoint no less than 90 days prior to the expiration of said term when possible.
- b. In the event that an advisory board or commission position becomes vacant prior to the official expiration of the term, the secretary to the County Board shall notify Commissioners immediately upon being officially notified of said vacancy. Appointment to said position shall not occur for a minimum of 30 days after the official notification.
- c. A vacancy shall be defined as an open position on an advisory board or commission including a newly created position, a position that has been voluntarily relinquished by the former holder of said position and a position in which the current holder of said position requests to continue in said position.

**II. Vacancy Notice to the Public:**

- a. The secretary to the County Board shall notify the general public of an impending vacancy to an advisory board or commission no less

than 90 days prior to the expiration of said term by posting the vacancy on the Douglas County website.

- b. In the event that an advisory board or commission position becomes vacant prior to the official expiration of the term, the secretary to the County Board shall notify the general public immediately upon being officially notified of said vacancy by posting on the Douglas County website. Appointment to said position shall not occur for a minimum of 30 days after the official notification.
- c. In addition the official public notices of vacancies to advisory boards and commissions, a webpage entitled "*Appointments to County Advisory Boards and Commissions*" on the Douglas County website shall be created to contain the following information:
  - 1. each and every board and commission
  - 2. duties and responsibilities of each board and commission
  - 3. current members and terms of each board or commission
  - 4. statutory requirements for membership to a board or commission
  - 5. appointment policy
  - 6. blank application

### III. **Application Process:**

- a. All interested parties shall complete an application provided by Douglas County for consideration to an advisory board or commission appointment.
- b. As part of the application, all applicants shall be required to provide information regarding his/her membership or service to any other boards or commissions.
- c. All applications shall be submitted to the Board of Commissioners no less than 30 days prior to the expiration of the term of said position.
- d. Applicants may be required to appear in person and/or submit to a personal interview at the request of the County Board.
- e. Upon appointment to any advisory board or commission, each member shall be required to sign a statement of disclosure.

**IV. Selection Process:**

- a. All applications received prior to the application closing date shall be made available to the County Board for consideration.
- b. The secretary to the County Board shall place the appointment on the County Board agenda for the meeting date which coincides with the expiration of said term or immediately follows the expiration of said term.
- c. In the event that an advisory board or commission position becomes vacant prior to the official expiration of the term, the County Board shall set the date certain for Board consideration.
- d. All applications properly submitted to the County Board shall be considered by the full Board as one single agenda item which lists the names of all applicants alphabetically.
- e. A single ballot will be provided to the County Board with the names of those seeking appointment to fill one or more vacancies.
- f. The candidate(s) receiving the highest number of votes will fill the vacancy.