

Policy On Board Appointments

The efficient operation of government is dependent upon the input of citizens on committees, boards and commissions (hereafter known as ‘committees’). Our Board of County Commissioners (hereafter known as “Board”) structure allows us to receive input from citizens on how we can better serve our community. With that in mind, we strive to look for highly qualified individuals who represent a diverse cross-section of our community to serve as committee members.

This policy shall not apply in any respect to membership on boards where membership qualifications and terms are specifically set by State law and/or ordinance.

The Board hereby establishes the following guidelines:

1. Board members shall inform department head/staff liaison as soon as possible before a meeting when he or she has a possible conflict of interest, which would restrict their participation in the board’s meeting.
2. A member of the public may serve on no more than one (1) committee at a time. All persons being considered for a committee position will be an elector of Jones County.

The Board hereby establishes the following procedures:

1. Approximately two months before any vacancies occur, the Department Head/staff liaison assigned to the committee shall notify the Board of County Commissioners in writing of the upcoming vacancies. The vacancies shall be advertised to the public in the paper and on the County web-site.

2. Persons may submit an application to the County Administrator’s office for consideration on future appointments. The County Administrator shall keep a current file of all applicants and make such names available to the Board for their consideration. Applications will be kept in an active file for a period of two years.

3. All appointments to committees shall be made by the Board of County Commissioners. If a current committee member wishes to be reappointed, they will be asked to submit an application. When there are a sufficient number of volunteers, all qualified candidates’ names will be submitted to the Board of County Commissioners for consideration.

4. After the Board has appointed a member to a committee, the new member shall be notified in writing. The letter shall state the term of office.

5. The Department Head/staff liaison assigned to the committee will be responsible for obtaining the required oath of office and briefing the new member on the requirements of Government in the Sunshine, Public Records laws, Code of Conduct, and requirements on reporting any gifts.

6. Boards that are directly under Jones County require an additional application process through Human Resources to be placed into the payroll system and will be required to have background check and drug test.

7. The Department Head/staff liaison assigned to the committee shall be responsible for the preparation of a new member package to acquaint each new member with standard operating procedures.

8. The Department Head/staff liaison assigned to each committee shall be responsible for the professional input and analysis in addition to administrative functions of the committee, which includes:

- a) notices of meetings,
- b) minutes of meetings,
- c) agendas typing in accordance with directions from the chairman,
- d) gathering of materials and copying for the committee.

9. Each Department Head/staff liaison assigned to a committee is responsible for keeping the attendance records of the members. When a member's attendance drops below the 75% mark in a six-month period, or three absences in a row in a six-month period accrue without reasonable explanation, the Department Head/staff liaison shall notify the member in writing and request notice of the member's intentions. Upon receipt of the member's response, the Department Head/ staff liaison will submit a report to the Board of County Commissioners for its consideration and possible removal of the member.

10. Whenever a committee or board feels a need to make a recommendation or report to the Board of County Commissioners, the Department Head/staff liaison assigned to the committee will be responsible for scheduling the meeting on the Board's agenda and submitting the documents for the Board's consideration.

11. Changes in any policy or procedure by the Board of County Commissioners shall be submitted to all committee members by the Department Head/staff liaison assigned to the committee.

12. If a committee member finds a need to be removed from an appointed position, a written resignation is requested by the Board for documentation purposes.