

**APPOINTMENT OF COUNTY  
BOARD/COMMITTEE MEMBERS  
POLICY NO. 06-01**

**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 approximately six weeks prior to the date of term expiration. They will be required to submit a letter of interest and a revised application as to whether or not they wish to continue serving on said board. 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 this board.
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 No. 1 above will be followed. All resignations must be submitted in writing to the Board of County Commissioners. Remaining terms, caused by vacancies, will not apply toward the individual's total allowable service term but instead, their terms will begin on January 1<sup>st</sup>.
4. All applications received prior to the established deadline will be forwarded to the respective committee to review for recommendation to the Board of County Commissioners. Applications received after the established deadline will not be considered. The Board will consider the committee's recommendation and appoint a individual to serve on the board/committee. 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. **It is the desire of the Board that the broadest possible participation in County Boards/Committees be achieved; and, therefore, persons may serve on not more than one Board/Committee at a time.** 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 or not 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 of this Policy No. 06-1.
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 both full members and alternates may serve not more than two consecutive terms. The terms will begin with the last appointment date for each individual. Alternate members transferred to full members will have their terms begin as new terms on January 1st.
10. All members appointed by the Board to serve on various boards/committees are expected to attend each and every meeting of the board/committee. If a member is absent from three or more meetings of the board/committee and these absences are unexcused, the remaining members of the board/committee may request that the Board of County Commissioners consider removal of such members. The County Administrator's office will send a letter to the individual facing removal and request to know their intentions with regard to the board/committee. The information will then be relayed to the Board of County Commissioners for consideration.
11. In making appointments to the Planning and Zoning Commission, the Board of County Commissioners will consider:
  1. Area of residence of the applicant. Generally, three regular members to be appointed from the area south of SR 50 and west of US 41; one regular member from the area north of SR 50 and west of US 41; and one regular member from the area east of US 41. Alternate appointments may be made without regard to area of residence.
  2. Diversity in type of education and training among members.

3. Diversity and degree of related experience, i.e.: membership on any land use or related public boards.
4. Diversity in expertise among members.
5. Diversity in professions of members.

Qualifications will be outlined pursuant to the items above in a report prepared by the Planning Staff for review by the BCC prior to appointment

Attendance records are required to be kept 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 submitted to the County Administrator's Office in October as a yearly summary of attendance. The County Administrator's Office will provide the form.

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 removal under the same terms as full members.

Replaces: Policy No. 01-34 & 85-6

Reference: April 22, 1991

Adopted: September 1, 1991

Revised: February 6, 1996

Revised: March 4, 2003

Revised: May 25, 2004