



# Habersham County

Boards, Commissions, Authorities and  
Advisory Committees

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## **BOARDS, COMMISSIONS, AUTHORITIES, AND ADVISORY COMMITTEES APPOINTMENT POLICY**

**MISSION:** It is the mission of this appointment policy to provide an opportunity for qualified individuals to be made aware of opportunities to serve on various Boards, Commissions, Authorities, and Advisory Committees to all for a structured and professional process to seek such appointments.

**PURPOSE:** The purpose of this policy is to establish a procedure to facilitate the notification, announcement, and selection for appointments to Boards, Commissions, Authorities, and Advisory Committees by the Board of Commissioners of Habersham County.

**GOAL:** It is the goal of the County's appointment policy to ensure that all citizens are aware of opportunities to serve, have a professional and structured process through which to seek appointments, to select qualified individuals who have a willingness and desire to serve and to ensure diversity in the make-up of the entities.

**EFFECTIVE DATE:** This policy and procedure shall apply to all appointments made by the Board of Commissioners after June 1, 2009.

### **PROCEDURE:**

1. The County Clerk, as the official keeper of the record, shall be responsible for maintenance and keeping current all Boards, Commissions, Authorities, and Committees vacancies.
2. The County Clerk shall be responsible for the notification and announcement of pending vacancies.
3. The County Attorney shall monitor the legal and legislative changes and keep the Board of Commissioners informed on requirements relative to the structure, form, and function of Boards, Commissions, Authorities, and Committees.
4. An application must be submitted by those seeking appointment or reappointment to a Board, Commission, Authority, and Committee.

Applications will be retained for three years by the County Clerk once the Board has made the appointment(s) to the advertised vacancy.

5. Sixty days prior to a vacancy occurring, the County Clerk shall release via ads in the legal organ, website and any other available means, the vacancy or vacancies, and qualifications as applicable. The closing date for the acceptance of applications shall be established by the County Clerk and provided in all public announcements. This date will be at least two weeks prior to the presentation of the appointments to the Board.
6. Interested parties should contact the County Clerk and submit the application and supporting documentation by the established closing date/time. This documentation shall include the review and signature of all applicants of the Habersham County Code of Ethics.
7. Persons desiring to fill vacancies on Boards, Commissions, Authorities, and Committees shall be residents of Habersham County. Specific information regarding each entity and any special qualification, skill or knowledge specific to any position can be found on the county's website: [www.habershamga.com](http://www.habershamga.com) or in the County Clerk's office.
8. The County Manager will present to the Board of Commissioners, the applications received for open appointments. Only citizens that have completed the application process will be considered for an appointment.
9. The Board shall evaluate the credentials of the persons applying for the appointment and in some cases may interview applicants. Any Board, Commission, Authority or Committee may be asked to review the applications and make a recommendation. Any recommendation will be considered but ultimately the appointment is chosen by the Board.
10. The Board shall appoint a candidate from the names submitted or may postpone any action.
11. Appointments by the Board will be made by the majority vote election process.
12. The selected candidate(s) and non-selected applicant(s) will be informed of the Board's decision in writing by the County Manager.

- 13.** Each Board, Commission, Authority, and Committee shall submit monthly minutes of the official proceedings of that entity to the County Clerk. The minutes shall be submitted within thirty (30) days of the date of approval by the respective entity. Each Board, Commission, Authority, and Committee shall also submit an attendance report bi-annually in June and December to the County Clerk.
- 14.** Appointments are made for one term. Any reappointment of an applicant for a subsequent term is at the discretion of the Board.
- 15.** No person shall serve on more than two County Boards, Commissions, Authorities, or Committees at any one time.
- 16.** Each Board, Commission, Authority, and Committee shall submit to the Clerk of the Council in December of each year an annual schedule of meetings for the next calendar year. The County Clerk will coordinate with the IT Department to advertise the schedule of meetings and to post the schedule on [www.habershamga.com](http://www.habershamga.com).

## CODE OF ETHICS

### Purpose.

The proper operation of democratic government requires that the public officials and employees be independent, impartial and responsible to the people; that the government decisions and policy be made through proper channels of the governmental structure; that public office not be used for personal gain; that the public officials and employees be free from the appearance of impropriety; and that the public have confidence in the integrity of its government. In recognition of these goals, a code of ethics for all county officials and employees is adopted. The purpose of this policy is to establish ethical standards of conduct for all such officials and employees by setting forth those acts or actions that are incompatible with the best interests of the county and by directing disclosure by such officials and employees of private financial or other interests in matters affecting the county.

### Definitions.

"BUSINESS ENTITY" means any business, proprietorship, firm, partnership, person in either a representative or a fiduciary capacity, association, venture, trust, or corporation

"CONFIDENTIAL INFORMATION" means any information which, by law or practice, is not available to the public.

"COUNTY OFFICIAL" or "OFFICIAL" shall mean the County Board of Commissioners, County Manager, County Attorney and his assistants, and any county employee who has been appointed to the position by either the County Manager or the Board of Commissioners acting independently or jointly and any member of any other county board or authority.

"EMPLOYEE" shall include all those persons employed on a regular or part time basis by the county, as well as those persons whose services are retained under the terms of a contractual agreement with the county.

"IMMEDIATE FAMILY" means an official or employee and the spouse of an official or employee, their parents, children, brothers and sisters related by blood or marriage.

"INTEREST" means direct or indirect pecuniary or material benefit accruing to a public officer, official, or employee as a result of a contract or transaction which is or may be the subject of an official act or action by or with the county except for such contracts or transactions which, by their terms and by the substance of their provisions, confer the opportunity and right to realize the accrual of simple benefits to all persons and/or property similarly situated.

For purposes of this policy, a county official or employee shall be deemed to have an interest in the affairs of:

- (a) his or her immediate family;

(b) any person or business entity with whom a contractual relationship exists with the county official or employee;

(c) any business entity in which the county official or employee is an officer, director, or member having a financial interest in, or employed by it;

(d) any business entity as to which the stock, legal ownership, or beneficial ownership of a county official or employee is in excess of five (5) percent of the total stock or total legal and beneficial ownership, or which is controlled or owned directly or indirectly by the county official or employee.

"OFFICIAL ACT OR ACTION" means any legislative, administrative, appointive or discretionary act of any official or employee of the county or any agency, board, committee, authority or commission thereof.

"REPRIMAND" means an oral or written disciplinary measure as defined on Page 24 of the Personnel Policies and Procedures.

#### Standards

(a) INTEREST IN CONTRACT OF TRANSACTION. No county official or employee having the power or duty to perform an official act or action related to a contract or transaction which is or may be the subject of an official act or action of the county shall:

(1) have or thereafter acquire an interest in such contract or transaction, or

(2) have an interest in any business entity representing, advising or appearing on behalf of, whether paid or unpaid, any person involved in such contract or transactions, or

(3) have solicited or accepted present or future employment with a person or business entity involved in such contract or transaction, or

(4) have solicited, accepted, or granted a present or future gift, favor, service, or thing of value from or to a person involved in such contract or transaction, except as provided herein.

(b) PRE-ACQUISITION OF INTEREST. No county official or employee shall acquire an interest in or be affected by a contract or transaction which is or may be the subject of an official act or action of the county at a time when the public employee believes or has reason to believe that such contract or transaction will be directly or indirectly affected by an official act or action of the county.

(c) DISCLOSURE OF INFORMATION. No county official or employee shall without proper legal authorization, disclose confidential information concerning the property, government, or affairs of the county, or use such information to advance the financial or other private interest of himself or others.

(d) INCOMPATIBLE SERVICE. No county official or employee shall engage in or accept private

employment or render service for any private entity, unless approved in writing by such employee's or official's department head or superior. The standards used for approval or disapproval of employment shall be based on whether the outside employment will or can cause a conflict of interest with the employee's or official's employment with the county and whether it will cause interferences with the efficient performance of an employee's or official's duty with the county.

(e) APPEARANCE. No county official or employee shall appear on behalf of any private person other than himself, his spouse or minor children, before any county agency, authority or board. However, a member of the Board of Commissioners may appear before such groups on behalf of his constituents in the course of his duties as a representative of the electorate or in the performance of public or civic obligations.

(f) PUBLIC PROPERTY. No county official or employee shall request or permit the unauthorized use of county-owned vehicles, equipment, materials or property for personal convenience or profit.

(g) SPECIAL TREATMENT. No county official or employee shall grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen in the same or similar circumstances.

(h) LATER CASE INTEREST. No county official or employee shall, after the termination of service or employment with the county, accept remuneration of any kind for any appearance before any board, commission, committee, agency or authority of the county on behalf of any adverse party in relation to any case, proceeding, or application in which he personally participated during the period of his service or employment, which was under his active consideration during the period of his service or employment, or as to which he could have acquired knowledge or information during the period of his service or employment.

(i) POLITICAL RECRIMINATION. No county official or employee, whether elected or appointed, shall promise an appointment to threaten the dismissal from any county position as a reward or punishment for any political activity.

(j) WITHHOLDING OF INFORMATION. No county official or employee shall knowingly withhold any information which would impair the proper decision making of any of the county board, authorities, agency or commissions.

(k) PAYMENT OF DEBTS. All county officials and employees shall settle all accounts between them and the county, including the payment of taxes, in a timely fashion.

(l) ORGANIZATIONAL INTEGRITY. County Commissioners, as policy makers, shall refrain from unduly interfering in the daily administrative affairs of department supervisors. Commissioners shall not, acting alone, make suggestions to the department supervisors or other employees, except the County Manager, regarding the hiring, firing or disciplining of county employees unless requested to do so by the department director.

Exceptions.

(a) it shall not be deemed a violation of the standards of this policy if the interest of a county official or employee in a person or business entity is a contractual obligation of less than \$500.00 which has not been preceded by any other obligation, discharged or existing, between the parties, and which is not the first in a series of two or more loans or debts which either of the parties is under any obligation to make or incur.

(b) The following shall not be deemed a violation of the standards of this policy:

(1) Legitimate salary, benefits, fees, commissions, or expenses associated with an official's or employee's non-public business;

(2) An award, plaque, certificate, memento, or similar item given in recognition of the official's or employee's civic, charitable, political, professional, or public service;

(3) Food, beverages, and registration at group events to which all similarly situated employees or officials are invited;

(4) Actual and reasonable expenses for food, beverages, travel, lodging, and registration for a meeting which are provided to an official or employee so that he or she may participate or speak at the meeting;

(5) A commercially reasonable loan made in the ordinary course of business;

(6) Any gift with a total value less than \$100.00 in any calendar year;

(7) Promotional items generally distributed to public officials generally;

(8) A gift from a member of the public official's immediate family; or

(9) Food, beverage, or expenses afforded public officials or employees, and members of their immediate families, or others that are associated with normal and customary business or social functions or activities.

(c) It shall not be deemed a violation of the standards of this policy if a county official or employee, in his capacity as such official or employee, participates in the making of a contract even if such official or employee has a private pecuniary interest or performs in regard to that contract some function requiring the exercise of discretion on his part, if;

(1) the contract is awarded through a process of public notice and competitive bidding, or

(2) the Board of Commissioners at regular meeting, after determining that it is in the best interest of the county to do so, authorizes the participation.

Disclosure of Interest in Legislative Action.

(a) Any member of the Board of Commissioners of Habersham County, Georgia who has financial or personal interest in any proposed legislation before the Commission shall immediately disclose on the record the nature and extent of such interest.

(b) Any other official or employee who has a financial or personal interest in any proposed legislative action of the Board of Commissioners of Habersham County, Georgia and who participates in discussion with or gives an official opinion or recommendation to the Commission, shall disclose on the record the nature and extent of such interest.

Abstentions.

A county official or employee who has an interest that he has reason to believe may be affected by an official act or action shall abstain from any participation in the same.

Ethics Panel.

(a) Procedure.

Any person having a complaint against an officer, official or employee of the county of this Code of Ethics shall file in writing a verified complaint setting forth the particular facts and circumstances which constitute the alleged violation. The complaint shall be filed with the County Manager, or in the event the complaint regards the County Manager, shall be filed with the Commission Chairman. Upon receipt of a complaint, the County Manager, or in the event the complaint regards the County Manager, the Commission Chairman shall appoint three members of the Commission, who, along with the County Attorney, shall constitute an investigating committee to determine whether the complaint sets forth significant facts and circumstances so as to warrant a hearing before the Board of Ethics. In the event the complaint does not set forth sufficient facts to constitute an alleged violation and is found unjustified, frivolous or patently unfounded, it shall be dismissed and the complainant notified immediately. In the event the complaint is found to state sufficient facts to warrant a hearing before the Board of Ethics, the Board shall be appointed as provided herein.

(b) Composition of the Board of Ethics.

(1) The Board of Ethics of the County shall be composed of five (5) residents of the County to be appointed as provided in paragraphs 2 and 3 of this subsection. Each member of the Board of Ethics shall have been a resident of the County for at least one (1) year immediately preceding the date of taking office and shall remain a resident of the County while serving as a member of the Board of Ethics if the person has, or has had within the preceding one (1) year period, any interest in any contract, transaction, or official action of the County.

(2) The Board of Commissioners shall each designate two (2) qualified citizens to provide a pool of ten (10) individuals who have consented to serve as a member of such Board of Ethics and who will be available for a period of two (2) years to be called upon to serve in the event a Board of

Ethics is appointed.

(3) The County Clerk shall maintain a listing of these ten (10) qualified citizens. Should the investigating committee determine a complaint warrants a hearing before the Board of Ethics, the Board of Commissioners, at the first public meeting after such determination, shall draw names randomly from the listing of qualified citizens until the specified five (5) members of the Board of Ethics have been appointed. Such Board will elect one of its members to serve as Chairman.

(4) The members of the Board of Ethics shall serve without compensation. The Governing Authority of the County shall provide meeting space for the Board of Ethics. Subject to budgetary procedures and requirements of the County, the County shall provide the Board of Ethics with such supplies and equipment as may be reasonably necessary for it to perform its duties and responsibilities.

(c) Duties and Powers.

The Board of Ethics shall have the following duties and powers:

(1) To establish procedures, rules and regulations governing its internal organization and conduct of its affairs;

(2) To hold a hearing within sixty (60) days after the receipt of a complaint. Failure to hold a hearing within the specified time shall result in dismissal of the complaint as to the transaction and shall prevent refile if a complaint arises in the same incident for at least a period of six (6) months;

(3) To prescribe forms, approved by the County Attorney, for the disclosure required in this Ordinance and to make available to the public information disclosed as provided in this Section;

(4) To receive and hear complaints of violations of the standards required by this Ordinance;

(5) To make such investigation and response to a complaint as it deems necessary to determine whether any person has violated any provisions of this Ordinance;

(6) To hold such hearings and make such inquiries as deemed necessary to investigate and rule upon complaints.

(7) To report its findings to the Governing Authority for such action as the Governing Authority deems appropriate.

(d) Service of Complaint; Hearings and Disposition of Complaints.

The Board of Ethics as appointed herein set forth shall cause the complaint to be served on the member of the Governing Authority charged as soon as practicable. Service may be by personal service or by certified mail, return receipt requested. A hearing shall be held within sixty (60) days after filing of the complaint. The Board of Ethics shall conduct the hearing in accordance with the

procedures and regulations it establishes but, in all circumstances, the hearing shall include the taking of testimony and the cross-examination of witnesses. The decision of the Board of Ethics shall be rendered to Board of Commissioners within five (5) days after completion of the hearing.

(e) Penalty and Member Rights

(1) Any member of the Governing Authority who knowingly violates any provision of the Code of Ethics provided in this Ordinance shall be subject to public reprimand or censure by the Governing Authority of the County.

(2) At any hearing held by the Board of Ethics, the member of the Governing Authority who is the subject of inquiry shall have the right to written notice of the allegations at least ten (10) business days before a hearing, to be represented by counsel, to hear and examine the evidence and witnesses and to present evidence and witnesses in opposition or in extenuation.

(f) Appeals

(1) Any member of the Governing Authority or the Complainant adversely affected by these findings of the Board of Ethics may obtain judicial review of such decision as provided in this Section.

(2) An action for judicial review may be commenced by filing an application for a writ of certiorari in the Superior Court of Habersham County within thirty (30) days after the decision of the Board of Ethics. The filing of such application shall act as supersedes.

(g) Enforcement

(1) In the event that an Ethics Panel finds that a violation of the county Code of Ethics has occurred, the Board of Commissioners, at a public hearing within thirty (30) days of the rendering of the Panel's findings and recommendations, may by majority vote decide that no action is to be taken, or may decide to take any action consistent with Georgia law, including the censure, reprimand, discipline, or termination of the official or employee. In the event that a member of the Board of Commissioners is a party under investigation, such Commissioner shall not participate in any such decision.

Penalties

(a) Employees are subject to the following penalties and actions for a breach of this Code of Ethics:

- (1) written warning or reprimand;
- (2) suspension without pay;
- (3) termination of employment;
- (4) recovery of value transferred or received by the County, and;
- (5) cancellation of the contract or rejection of the bid or offer.

(b) County officials are subject to the following penalties and action for breach of ethics:

- (1) written warning or reprimand;
- (2) removal from office as provided by Georgia law;
- (3) cancellation of the contract or rejection of the bid or offer;
- (4) recovery of the value transferred or received, and
- (5) debarment or suspension from award of county contract for a period of up to three (3) years.

**Distribution.**

The office of the County Manager shall cause a copy of this Code of Ethics to be distributed to every official and employee of the county within thirty (30) days after enactment of this Code for addition to the Habersham County Personnel Policies and Procedures. Each official and employee elected, appointed or engaged thereafter shall be furnished a copy within his or her Habersham County Personnel Policies and Procedures before entering upon the duties of this office or employment.

**Compliance with Applicable Laws.**

No officer, official, or employee shall engage in any activity or transaction that is prohibited by law, now existing or hereafter enacted, which is applicable to him or her by virtue of his or her office.

**Severability.**

If any provision of this ordinance is found by a court of competent jurisdiction to be invalid or unconstitutional, or if the application of this ordinance to any person or circumstances is found to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect other provisions or applications of this Code which can be given effect without the invalid or unconstitutional provision or application.

**State Code Adopted by Reference**

The code of ethics for government service established by O.C.G.A. Section 45-10-1 and 45-10-3 is hereby adopted and incorporated by reference.

**Repealer.**

All laws, resolutions, or ordinances or parts thereof which conflict with the provisions of this Ordinance are hereby repealed.

**Effective Date.**

The effective date of this Ordinance shall be

June 6, 2005

**ORDINANCE**

**AN ORDINANCE TO AMEND THE CODE OF ORDINANCES OF HABERSHAM COUNTY, GEORGIA, TO PROVIDE FOR A CODE OF ETHICS FOR THE COUNTY GOVERNING AUTHORITY; TO REPEAL CONFLICTING ORDINANCES; AND FOR OTHER PURPOSES.**

It is hereby ordained by the Board of Commissioners of Habersham County, Georgia:

**Section 1.**

The Ordinance adopting provisions regarding the Habersham County Governing Authority Code of Ethics as set forth in Exhibit "A" attached hereto is hereby adopted.

**Section 2.**


All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

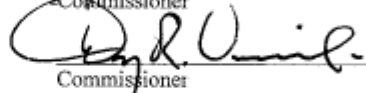
**Section 3.**


This ordinance shall become effective on the 6<sup>th</sup> day of June, 2005.

**ORDAINED** this 6<sup>th</sup> day of June, 2005 by the Board of Commissioners of Habersham County, Georgia.

  
Commission Chairman

  
Commissioner

  
Commissioner

  
Commissioner

  
Commissioner

Attest:  
  
County Clerk

## **AIRPORT COMMISSION**

### **PURPOSE:**

The Airport Commission is authorized and directed to:

- Make recommendations to the Habersham County Board of Commissioners on all matters relating to technical operations, sales, all leases, rentals, improvements, developments and beautification of the airport facilities
- Oversee the operation of the airport
- File a written report, quarterly, of the operations of the County Airport with the Board of County Commissioners

### **BACKGROUND:**

The Habersham County Board of Commissioners designated an Airport Authority to supervise the construction and operation of the Habersham County Airport. No resolution was ever adopted defining duties and fixing the terms of the Airport Authority. The Board of Commissioners of Habersham County abolished the Airport Authority and established the Airport Commission.

### **MEETINGS:**

Meetings are held on the 1<sup>st</sup> Wednesday of the quarter at 9:00 a.m. at the Airport.

### **QUALIFICATIONS/EDUCATION OF COMMISSION MEMBERS:**

- Members should have an interest in the day-to-day operations of a small, but growing, airport
- Members should have knowledge of how an airport fits into the overall development of a rapidly growing county
- Members should have a minimum of a private pilot license or a background involving any of the following:
  - Aircraft maintenance
  - FAAS or aviation programs of the Georgia Department of Transportation

### **TERM:**

- 2 Years

## **BOARD OF ETHICS PANEL**

Anytime a complaint warrants a hearing in front of the Board of Ethics, the County Clerk will draw randomly from a pool of 10 to create a 5 member Board.

See below for the requirements to serve and other pertinent information.

(b) *Composition of the board of ethics.* The board of ethics shall be composed of the following:

**(1) The board of ethics of the county shall be composed of five residents of the county to be appointed as provided in subsections (b)(2) and (b)(3) of this section. Each member of the board of ethics shall have been a resident of the county for at least one year immediately preceding the date of taking office, and shall remain a resident of the county while serving as a member of the board of ethics if the person has, or has had within the preceding one year period, any interest in any contract, transaction or official action of the county.**

(2) The board of commissioners shall each designate two qualified citizens to provide a pool of ten individuals who have consented to serve as a member of such board of ethics and who will be available for a period of two years to be called upon to serve in the event a board of ethics is appointed.

(3) The county clerk shall maintain a listing of these ten qualified citizens. Should the investigating committee determine a complaint warrants a hearing before the board of ethics, the board of commissioners, at the first public meeting after such determination, shall draw names randomly from the listing of qualified citizens until the specified five members have been appointed. The board of ethics will elect one of its members to serve as chairman.

(4) The members of the board of ethics shall serve without compensation. The governing authority of the county shall provide meeting space for the board. Subject to budgetary procedures and requirements of the county, it shall provide the board of ethics with such supplies and equipment as may be reasonably necessary for it to perform its duties and responsibilities.

## **FAIRGROUNDS COMMISSION**

### **PURPOSE:**

The Fairgrounds Commission was created by the Board to assist in the utilization and supervision of the subject property.

### **BACKGROUND:**

The Habersham County Fairgrounds Commission was created by the Habersham County Board of Commissioners. This commission operates under the supervision of the County Board of Commissioners. Recommendations made by this commission are to be presented to the Board of Commissioners for their approval. The commission shall exist at the pleasure of the Board.

### **FAIRGROUNDS COMMISSION POWER AND AUTHORITY:**

- Schedule with the sheriff's department and other law enforcement agencies for traffic control and security during events
- Issue permits for vendors during scheduled events and functions
- Do any and all acts and things necessary to accomplish the purpose and powers.

### **FAIRGROUNDS COMMISSION DUTIES (illustrative only – not all inclusive):**

- Prepares, adopts and recommends a fee schedule for use of the grounds by public or private parties or entities. The Commission may make recommendations to update fee schedules as deemed necessary.
- Maintains and is responsible for the scheduling of events
- Collects fees from users to be delivered to the Board
- Maintenance (schedules for maintenance and clean-up with county departments)

### **MEETINGS:**

- Members attend meetings on the 4<sup>th</sup> Thursday of all months except November and December.
- Meetings begin at 6:00 p.m. and last about an hour or more.

### **CURRENT MEMBERS:**

The Commission shall consist of eleven members with representation consisting as follows:

- One person from the Habersham County Board of Commissioners
- Two persons from the Chattahoochee Mountain Fair Association
- Two persons from the Habersham County Extension Service
- Two persons from the Cattlemen’s Association
- Two persons from the Soque Saddle Club
- Two persons named at large from Habersham County
  - Consultant
  - Secretary

❖ Private Sector

### **TERM:**

- 3 years – Rotation Cycle (New terms begin on July 1<sup>st</sup> each year)

## **BOARD OF FAMILY AND CHILDREN SERVICES**

### **MEETINGS:**

- Members attend meetings on the 3<sup>rd</sup> Monday of each month
- Meetings begin at 10 a.m. and usually last for an hour or more
- The meetings are held at the Family and Children Services office

### **CURRENT MEMBERS:**

Board Members are selected based upon a cross-section of the local community and geographic areas.

**TERM:**

- 5 years - Staggered

**HOSPITAL AUTHORITY**

**MEETINGS:**

- Meetings are held on the 3<sup>rd</sup> Tuesday of each month at 7:00 p.m. at the Medical Center

**TERM:**

- 5 years - Staggered

**DEVELOPMENT AUTHORITY (DA)**

**PURPOSE:**

The Industrial Development Authority was developed to create jobs by recruiting new industries and assisting existing industries to stay financially healthy. The IDA has the authority to issue Industrial Revenue Bonds and to be a conduit for bond financing.

**BACKGROUND:**

The IDA was established by Georgia Legislation in 1974.

**MEETINGS:**

- Once per Month on the 1st Thursday at 3:30 p.m. at the Chamber of Commerce office.
- There are some called meetings during the year.

**QUALIFICATIONS:**

Qualification for membership would be a sincere interest in the economic development of Habersham County. A background experience of economic development through the Chamber of Commerce would be ideal.

**TRAINING:**

- Board members are required to complete at least eight hours of training on development and redevelopment programs within the first 12 months of their appointment to such authority.

**TERM:**

- 6 years

## **LIBRARY BOARD**

### **PURPOSE:**

The purposed of the Habersham County Library Board is to offer a full program of library services to all Habersham County citizens, to meet their informational, educational, cultural, and recreational needs.

### **LIBRARY BOARD DUTIES (illustrative only – not all inclusive):**

- Appoints Library Associate Branch Manager and other staff members as recommended by the Library Associate-Branch Manager
- Approves budgets and assume responsibility for the presentation of the library's fiscal needs to the supporting agencies
- Attends board meetings
- Establishes local policies and practices when there is no Regional Library System policy governing that area of service
- Sets policies for administration of gifts of money and property, as delegated by the regional board
- Presents financial and progress reports to governing officials and to the public
- Notifies the library system director, in advance, of all meetings of the Library Board and Board Committees

### **MEETINGS:**

- Members attend meetings quarterly on the 4<sup>th</sup> Monday of each month following quarter close.
- Meetings begin at 5:30 p.m. and alternate between the Clarkesville Library and the Cornelia Library. The meetings last from 1.5 to 2 hours.

### **RESTRICTION/S:**

- Members are not eligible to serve more than six years, not including an unexpired term, nor can he/she be reappointed to the Board following this period until after a lapse of one year.

### **TERM:**

- 3 Years

## **PLANNING COMMISSION**

### **PURPOSE:**

The Planning Commission was developed to serve in the following capacities:

- Review and advise the County Commission on public and private activities involving the physical, social, and economic development of the county
- Assist in the implementation of the County's Comprehensive Plan.
- Draft and/or review text of the Comprehensive Land Development Resolution, and the associated Subdivision Regulations, and recommend whether or not to adopt.
- Review proposed Subdivisions, Variances, Zoning Map Amendments and Conditional Uses for consistency with County ordinances, and recommend whether or not to allow.
- Approve or deny final Subdivision Plats.
- Affords residents the opportunity to actively participate in the planning of the County and its welfare; to learn all facets of the regulations governing such functions; interact with a wide variety of citizens participating in shaping the County's future; and assume an active role in regulation changes involving zoning and subdivision activity

**BACKGROUND:**

- The Habersham County Planning Commission has existed at least since 1974, the earliest date for which records could be found.
- The Planning Commissioners are appointed by and report to the Habersham County Board of Commissioners.

**PLANNING COMMISSION DUTIES (illustrative only – not all inclusive):**

- Interprets and applies regulations of Habersham County during review of applications for subdivisions, variances, map amendments and conditional uses
- Advises the County Commission on annexations, zoning related issues, site plan reviews, and subdivision development
- Recommends approval of changes to the County's Comprehensive Plan
- Reviews all proposed amendments to the Comprehensive Plan and periodically conducts special studies to keep the plan current or assigns related studies to county staff or to consultants.
- Initiates amendments to the Comprehensive Land Development Resolution
- Holds Public Hearings on proposed amendments to the Ordinance
- Forwards amendments to the County Commission within 30 days
- Initiates and adopts amendments to bylaws
- Planning Commission is the deciding body for approval of subdivision final plats
- Attends conferences and/or training sessions to keep abreast of current trends in rural planning and/or to better understand the role of a Planning Commissioner
- Conducts field trips to view areas of the County that are proposed for a change in planned use or for annexation, to better understand the relationship of the proposed development or annexation to surrounding land uses.
- Attends other meetings such as the County Commission's, or other boards or committees, as deemed necessary.

## **DUTIES – CHAIRPERSON and VICE CHAIRPERSON:**

- Open sessions at the time at which the Commission is to meet, by taking roll and calling the members to order.
- Announce business before the assembly in the order in which it is to be acted upon.
- Restrain members when engaged in debate, within the rules of order. He or she shall enforce on all occasions the observance of order among the members.
- Decide all questions of order.
- Authenticate, by his or her signature, when necessary, all the acts, orders and proceedings of the Commission.
- Initiate and shall rule on any questions in regard to Section 12, “Conflict of Interest”, and any said ruling will be final.
- The Chairperson is authorized to establish committees for the purpose of understanding issues related to the Commissions’ business.

The Vice Chairperson shall exercise the duties of the Chairperson in the absence, disability, or disqualification of the Chairperson. The Vice Chairperson will perform other duties, as needed, to assist the Chairperson with the above duties. In the absence of the Chairperson and the Vice Chairperson, the Executive Secretary shall exercise said duties.

## **MEETINGS:**

- Once per Month on the 3<sup>rd</sup> Tuesday at 6:00 p.m. or as frequently as required by applicable land use regulations.
- Meetings usually last an average of 2 hours
- The location of the meeting is in the Courthouse unless otherwise published
- Establishment of Chairperson, Vice Chairperson and Executive Secretary are made at the first regular scheduled meeting in January.

## **MEMBER INFORMATION:**

- Members must have resided in Habersham County for at least 1 year
- Must be registered Habersham County Voters

## **SKILLS AND ABILITIES:**

There are no minimum skills and abilities that an applicant must have to be appointed as a Planning Commissioner. However, the following list has been identified as those skills and abilities that make a quality Planning Commissioner:

- Attention to detail
- Patience
- Ability to think in abstract terms
- Open mindedness

- Willingness to listen and learn
- Willingness (obligation) to contribute (speak in a public forum)
- Ability to compromise and work within a team framework
- Ability to make decisions based on the best interests of the community, rather than the sole interest of the applicant, or other special-interest groups
- A rudimentary understanding of the development process
- Ability to read drawings, blueprints, plats, maps & architectural plans, and to visualize what those documents communicate

**TRAINING:**

- Planning Commissioners are expected to attend one day of training each year of their term.
- Members should engage in, subject to financial support by Habersham County, Planning Commission and related training programs such as those provided by the University of Georgia Institute of Government, Georgia Center for Continuing Education, Georgia Municipal Association, Georgia Tech Planning Commissioners Workshop, Georgia Planning Association, Georgia Association of Zoning Administrators, and the Georgia mountains Regional Development Center.

**RESTRICTION:**

- No member of the Planning Commission may also serve as a member of the County Commission
- No member of the Planning Commission may also be an employee of or hold an elected office for the County or one of its Cities.
- The Planning Commission will recommend to the Habersham County Commission the removal for cause of any member who is absent from three (3) consecutive meetings in a row, without a valid excuse or from fifty percent (50%) of the regularly scheduled and special called meetings within a twelve (12) month period.

**COMPENSATION:**

- Members are paid \$50.00 per meeting attended
- Costs for training and related travel and expenses incurred as part of an approved event by Habersham County will be reimbursed by the County

**TERM:**

- 3 years
- Can serve no more than three terms of three years
- Terms are staggered so that the terms of no more than three members of the Planning Commission expire in any year.

**TIME REQUIRED:**

- An average of five hours per month reviewing agenda items and visiting properties submitted in the Planning Commission packets.

## **RECREATION BOARD**

### **PURPOSE:**

The Recreation Board was developed to serve in the following capacities:

- Policy making
- Advisement

### **MEETINGS:**

- Members attend meetings on the last Monday of the month

### **TERM:**

- 5 years (to provide continuity and familiarity among members)

## **BOARD OF TAX ASSESSORS**

### **PURPOSE:**

The Board of Tax Assessors was developed to serve in the following capacities:

- Ensures that all taxable property within the county is filed and assessed for taxation at its fair market value
- Ensures that taxpayers shall pay only their proportionate share of taxes as per OCGA 48-5-306.
- Maintains all maps for the county including, but not limited to, mapping, platting, cataloging, and indexing of all real and personal property in the County, OCGA 48-5-263.
- Provides for the training of new appraisers and the continuing education of existing appraisers as per OCGA 48-5-263, 267, and 268.

### **BACKGROUND:**

- The Board of Assessors in Habersham County began in 1968 as a three member board until the County Commissioners designated the board to become a five member board beginning January 1, 1990. Two additional members were appointed for tax year 1990.

### **BOARD OF TAX ASSESSORS DUTIES (illustrative only – not all inclusive):**

- Investigate and inquire into the property owned in the county for the purpose of ascertaining what real and personal property are subject to taxation in the county and to require the proper return of the property for taxation
- Investigations, as necessary, to determine the value of any property upon which for any reason all taxes due the state or the county have not been paid in full as required by law
- Interpret and apply regulations of Habersham County along with guidelines of the Department of Revenue and Georgia law
- Assessments and penalties against unreturned property
- Assist Appraisers in the field
- Determine eligibility of exempt properties
- Approve or deny applications for Conservation Use Valuation to be applied to properties
- Approve or deny applications filed by taxpayers for various homestead exemptions; determine eligibility
- Reviews market data, construction data, and other pertinent information necessary to determine a uniform and equitable digest; approve property assessments and yearly tax digest
- Reviews and considers tax returns filed by taxpayers
- Meet with taxpayers to discuss their concerns and issues in regards to all aspects of property taxation
- Establishment, maintenance, and execution of policies and procedures for property appraisal and taxation

The Chief Appraiser may appoint an assistant (currently Stephanie Walker) and may delegate his/her authority in writing to the assistant. The Chief Appraiser may be a member of the county Board of Tax Assessors.

#### **MEETINGS:**

- Members attend meetings on the 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month
- Meetings begin at 9:00 a.m. and last until all business is finished (meetings are usually completed by 12:00 p.m., however, according to the time of year, some meetings may break for lunch and resume afterwards for an unknown amount of time)

#### **QUALIFICATIONS:**

- Members must reside in Habersham County within 6 months after taking the oath of office as a member of the board
- Must be 21 years of age or older
- Must hold a high school diploma or its equivalent
- Must be able to attend required courses given by Georgia Department of Revenue, to obtain Assessors Certification

- Experience in the appraisal field, property taxation, or some career/profession with extensive knowledge (or capability) of vast topics/aspects that may cross the duties of the Board of Assessors

**TRAINING:**

- Education requirements are designated by the Department of Revenue and OCGA. Failure to maintain the requirements of the Department of Revenue may affect the approval of the yearly tax digest.
- Must successfully complete the Assessors' Certification (40 hour course with exam) within one year of appointment to the board
- Successful completion of an additional 40 hours of approved appraisal courses within two years of appointment to board
- Must continue 40 hours of continuing education during each two years of his tenure as a member
- Some seminars and/or other important events that may be necessary to attend

**RESTRICTION/S:**

- A member of the BOA cannot be related to a member of the county governing authority in one or more of the following degrees:
  - Mother or mother-in-law
  - Father or father-in-law
  - Sister or sister-in-law
  - Brother or brother-in-law
  - Grandmother or grandmother by marriage
  - Grandfather or grandfather by marriage
  - Son or son-in-law
  - Daughter or daughter-in-law
- No member of a county board of tax assessors shall be eligible to hold any state, county, or municipal office during the time he holds such office

**COMPENSATION:**

- \$75.00 per day for services

**TERM:**

- 3 years - Staggered

**TIME REQUIRED:**

- Members, if desired, assist a property appraiser on one to two work days each week. This assistance is usually driving the county vehicle to various properties within the county, walking property as necessary, helping to measure structures on properties, and noting detailed information needed to maintain photograph

records. General work days for assisting property appraisers normally extend from 8:30 a.m. until 3:30 p.m.

- Meeting time – usually 6 or more hours per month



# HABERSHAM COUNTY

## Office of County Commissioners

555 Monroe Street, Unit 20, Clarkesville, GA 30523

706-754-6270 Fax: 706-754-1014

[www.habershamga.com](http://www.habershamga.com)

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### Application for Appointment to Board, Authority or Commission

Applicant's Name: \_\_\_\_\_

Applicant's E-mail Address: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Name of Board, Authority or Commission which you are applying for appointment to:

\_\_\_\_\_  
\_\_\_\_\_

Are you at least 21 Years of Age?

Have you been a resident of Habersham County for a year or more?

Are you a registered voter of Habersham County?

Are you willing to attend training relative to the responsibilities of the Board Membership, as provided by Habersham County? \_\_\_\_\_

## Educational Background

School	Name and Location	Degree Earned	Completed
High School			9 10 11 12
Technical School			1 2 3 4
College			1 2 3 4
Graduate School			1 2 3 4

Please summarize any prior experience you possess which would be applicable to the appointment you are requesting:

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Please summarize why you wish to serve in the appointment you are requesting:

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**Please attach a resume detailing work experience, qualifications, etc. In lieu of a resume, please complete the following form.**

**\*\* ONLY TO BE COMPLETED IN LIEU OF A PROFESSIONAL RESUME\*\***

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Employment Dates: From \_\_\_\_\_ to \_\_\_\_\_

Position Held: \_\_\_\_\_

Reason for Leaving:  
\_\_\_\_\_

Describe Your Duties:  
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\_\_\_\_\_



Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Employment Dates: From \_\_\_\_\_ to \_\_\_\_\_

Position Held: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Describe Your Duties:  
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Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Employment Dates: From \_\_\_\_\_ to \_\_\_\_\_

Position Held: \_\_\_\_\_

Reason for Leaving:

\_\_\_\_\_

Describe Your Duties:

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Describe any specialized training, skills, areas of expertise, and extra-curricular activities.

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\_\_\_\_\_

**Return to: Habersham County Board of Commissioner's Office**

**ATTN: Lisa Ritchie, County Clerk**

**555 Monroe Street, Unit 20**

**Clarkesville, GA 30523**



**BOARDS, COMMISSIONS, AUTHORITIES, AND  
ADVISORY COMMITTEES CODE OF ETHICS FORM**

**I hereby certify that I have reviewed and understand the contents of the Habersham County Code of Ethics. I further acknowledge that I will fully comply with all provisions of this policy, and I understand that any action that I take in violation of this policy is grounds for removal from my appointment by the Board of Commissioners.**

\_\_\_\_\_  
**Name Printed**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**