



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

**Purpose:** The purpose of this policy is to ensure all citizens are aware of the opportunities to serve; to have a professional and structured process to seek appointments; and to select qualified individuals who have a willingness to serve. It is also the purpose of this policy to establish a procedure to facilitate the notification, announcement, and selection of County appointees for certain boards, commissions, authorities, and committees.

**EFFECTIVE DATE:** This amended policy and procedure shall apply to all appointments made by the Board of Commissioners (hereinafter referred to as “BOCC”) after July 18, 2016.

### **APPLICATION/APPOINTMENT PROCEDURE:**

1. This policy is applicable to those boards, authorities, commissions and committees defined as Tier 1 on Attachment A hereto. Tier 2 and Tier 3 entities may voluntarily adhere to the within policies (as well as the County ethics policies) and take advantage of any and all training offered by the County.
2. The County Clerk, as the official keeper of the record of appointees, shall be responsible for maintaining all board, commission, authority, and committee vacancies.
3. The County Clerk shall be responsible for the notification and announcement of pending vacancies.
4. The County Attorney shall monitor the legal and legislative changes and keep the BOCC informed on requirements relative to the structure, form, and function of boards, commissions, authorities, and committees.
5. 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. At least once per year the County Clerk or his/her designee will reach out to applicants on file to determine whether they are still interested in serving on the Board, Commission, or Authority for which they have applied.

6. Sixty days prior to a vacancy occurring due to a term ending, the County Clerk shall release via advertisements 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.
7. In the event an appointee wishes to resign his/her position, the appointee should provide written notice to the County Clerk. During any given notice period, the appointee is expected to carry out the duties of his/her position. Any person serving on a board, authority, commission, or committee who fails to attend 3 consecutive meetings or other proceedings of said entity, without notice to the County Clerk or his/her designee, may be deemed by the BOCC to have voluntarily resigned his/her position. Anyone found by the BOCC to have voluntarily resigned his/her position will not have the right to appeal such decision. However, the BOCC may, at its discretion, hear such an appeal and reinstate such person to the voluntarily resigned position by a majority vote. In the event of resignation, voluntary or otherwise, the County Clerk shall advertise the vacancy as soon as the resignation is received, for a period of thirty days, via advertisements in the legal organ, website, and/or other available means.
8. Interested parties should contact the County Clerk and submit the application and supporting documentation by the established closing date/time. All applicants must sign that he/she has read and agrees to abide by the Habersham County Code of Ethics and the Georgia Open Meetings and Open Records Act, including committing to participate in any training required pursuant to this policy within one year of assuming their appointed seat.
9. 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.
10. The County Clerk will present the applications received for open appointments to the BOCC. Only the citizens that have completed the application process will be considered for an appointment unless approved by a majority vote of the BOCC to appoint an individual pending receipt of a complete application.
11. The BOCC 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 applications and make a recommendation. Any recommendation will be considered but ultimately the appointment is chosen by the BOCC.
12. The BOCC shall appoint a candidate from the names submitted; however, the BOCC may, within its discretion, postpone taking any action.

- 13.** Appointments by the BOCC will be made by a majority vote of a quorum of the BOCC present.
- 14.** The selected candidate(s) will be informed of the BOCC's decision in writing by the County Clerk.
- 15.** Appointments are made for one term. Any reappointment of an applicant for a subsequent term is at the discretion of the BOCC. Appointments that are made due to the resignation of a member mid-term will serve the rest of the term of the person who resigned unless otherwise approved by a majority of the BOCC.
- 16.** Appointees shall serve on no more than two of any board, authority, commission or committee at any given time; for example, only two authorities or one authority and one commission.
- 17.** 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, or at the County Clerk's request. All minutes shall be an official copy signed by the chairman or secretary. Any meeting attachments, including but not limited to, agendas, contracts, letters and schedules shall be included with the minutes so as to create an official meeting minute file.
- 18.** Each board, commission, authority, and committee shall submit to the County Clerk 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).
- 19.** The County Clerk will schedule each board, commission, authority, and committee to appear before the BOCC at a regularly scheduled Commission meeting to report on current activities, projects, and finances as requested.
- 20.** All new BOCC appointees and re-appointees shall complete Georgia Open Records Act and Georgia Open Meetings Act training within one year of appointment. This requirement can be satisfied by either completion of an appropriate class offered by The Carl Vinson Institute of Government or by BOCC approved training with or under the direction of the County Attorney. All training records and transcripts will be maintained by the County Clerk and each member will be required to document their attendance.
- 21.** If an appointee chooses to take Georgia Open Records/Open Meetings Act training with the Carl Vinson Institute of Government, they will be responsible for payment of said training, and for submitting a certificate or proof of continuing education credits to the County Clerk upon completion.

- 22.** BOCC approved training under the direction of the County Attorney is offered at least once per year or more as needed. If an appointee does not complete the Carl Vinson Institute of Government training or attend one of the first two County-offered trainings following their appointment, they may be temporarily or permanently removed from their appointed Board, Commission, or Authority at the BOCC's discretion. Any notice of temporary or permanent removal from a Board, Commission, or Authority will be given to the individual and to the Board, Commission, or Authority via postal mail.
- 23.** Refusal to participate in required training, adhere to Habersham County Policies, etc. will result in permanent removal from a Board, Commission, or Authority up to and including the inability to be reappointed to any Board, Commission, or Authority, by the approval of a majority of the BOCC.

## **Attachment “A”**

***Tier 1: Local government establishment with sole makeup being BOCC appointments- County Clerk is the records officer and training is required of all appointees.***

Airport Commission  
Development Authority  
Planning Commission  
Recreation Board  
Board of Tax Assessors

***Local government establishment specific to Habersham County; meets on an “as needed” basis - County Clerk is the records officer and training is not required.***

Ethics Panel  
Dangerous Dog Committee

***Tier 2: State (or other) established organization with sole makeup being BOCC appointments - Clerk is not the records officer and training is required of all appointees.***

Department of Family and Children’s Services (DFACS)  
DBHDD Region 1 Advisory Council

***Tier 3: State (or other) established organization with partial makeup of BOCC appointees/recommendations - Clerk is not records officer and training is required of all BOCC appointees; Training is not required of non-BOCC appointees/recommendations but is encouraged and available.***

Board of Elections and Registration  
Hospital Authority  
Avita Community Partners  
Library Board  
Georgia Mountains Regional Commission  
Board of Health  
Chestatee- Chattahoochee RC&D  
Region 2 EMS Advisory Council