



Appointment of Board & Committee Members

This policy is intended to standardize the process for the selection and appointments of members to serve on Boards and Committees appointed by the Board of County Commissioners (BOCC). This policy also standardizes the term expiration dates for such Boards and Committees. The following Boards and Committees are appointed by the Board of County Commissioners: Comprehensive Plan Committees, Fair Board, Housing Authority Commission, Impact Fee Advisory Committee, Mosquito Abatement District Trustees, and Planning & Zoning Commission.

Central Location of Information Gathering and Recording. The office of the County Commissioners will be the central location of information gathering for all appointments. The BOCC office will maintain a database of all current board members, complete with date of appointment and term expiration date.

The office will coordinate advertising for all Board and Committee vacancies. Citizens interested in serving should read “Questions to Ask Yourself” before submitting a standard application to the BOCC office (see Attachments A & B). Advertising and recruitment will begin 1-2 months prior to the expiration of a regular term of office. Current Board and Committee members are encouraged to network and recruit new members, but should remember that all applications must be filed at the BOCC office.

Advertising or recruitment may not take place if Board/Committee members whose terms are expiring desire to serve another term, provided that: (1) The respective Board member submits a written request to the BOCC requesting he/she be re-appointed; (2) The Chairman of the BOCC wishes to re-appoint the current member; and (3) The BOCC ratifies that appointment .

If a vacancy occurs prior to the expiration of a term, it is at the discretion of the BOCC whether or not to advertise or to choose from a list of applicants that is no older than six (6) months.

Advertisements will use a standard template. A master file of all applications will be kept in the BOCC office for six (6) months.

Appointments. The BOCC will rely heavily on the specific skills, diversity, knowledge and/or experience possessed by the preferred candidate. The Board may solicit input from staff, sitting board members and/or the public. All appointments are ultimately the responsibility of the Chairman and need to be ratified by the BOCC. The BOCC strives to appoint new members in time for them to attend at least one monthly meeting before their term begins. The BOCC minutes will reflect the applicant’s names and the motion for appointment will contain start date and length of term. If the appointment is a mid-term replacement, minutes will include the outgoing member’s name.

Notification of Applicants. Once a decision is made, the office of the BOCC will notify every applicant that an appointment decision has been made.

Term Expiration Dates. Within statutory limits, the terms of all board and committee members appointed by the BOCC are hereby declared to expire on September 30 of any given year. Recruitment activities will begin in July/August of the year with final decisions made in August/September.

Questions to Ask Yourself
before applying for Board or Committee Membership

Do I fully understand what this Board or Committee expects from me?

Am I committed to the goals and interests of the Board/Committee and to the mission and purposes of the organization?

Can I afford the demands on my time, resources and energy?

Will I attend meetings regularly, making them a priority for the duration of my appointment?

Am I willing to perform a reasonable amount of work outside of regularly scheduled Board or Committee meetings (how much?) and be well prepared for each meeting?

Can I work effectively with the other members of the Board, with the Program Executive and the Program Staff?

Do I understand the appropriate functions of a Board Member compared with the Program Staff and/or other volunteers?

What is my real motivation for desiring appointment to the Board?

Will I be there if the going gets rough and controversy arises?

Am I willing to participate in necessary Board training, education and development activities that will improve my effectiveness on this Board?

Application for Board Appointment

Name of Board: _____

Applicant's Name: _____

Mailing Address: _____

Residence Address: _____

Daytime Phone: _____ Other Phone: _____

Fax: _____ Email: _____

Occupation/Employer: _____

Why do you want to serve on this Board?

Please describe your qualifications for serving on this Board:

Other Comments:

*Please be sure to read Attachment A, "Questions to Ask Yourself" before submitting this application.
If you wish, you may attach additional information to this page.*

Your completed application should be returned to the Office of the County Commissioners
at 150 Courthouse Drive or emailed to commissioners@co.teton.id.us or faxed to 354-8776.