

BOCC PROCEDURE 2015-1

BOARD OF COUNTY COUNCILORS ADVISORY BOARD/COUNCIL APPOINTMENTS

- County Manager, or his designee (OHD), identifies any vacancies 90 days in advance.
- County Manager (OHD) notifies Councilors of impending vacancy
- County Manager (OHD), prior to public notice, reviews the by-laws of the advisory board.
- County Manager (OHD) distributes public notice of the vacancy including, but not limited to, the newspaper of record The Reflector.
- Applications are received by the County Manager (OHD)
- The County Manager (OHD) provides the Councilors with a binder containing:
 1. Current composition of the Board
 2. Bylaws
 3. News Release
 4. Names, addresses and resumes of all applicants
- If the Chair determines there are insufficient responses (applicants), the Chair may instruct the County Manager to re-advertise.
- County Councilors forward to the County Manager (OHD) the names of the applicants they wish to interview. Any **one** Councilor may request an interview.
- Interviews are arranged by County Manager (OHD)
- BOCC conducts interviews, with the Chair presiding
- BOCC meet in Executive Session to discuss applicants
- BOCC appoints member