

<i>Jefferson County Policies & Procedures</i>			
Policy Name:	Appointment to County Boards, Committees and Commissions	Approved	03/20/2025
Policy Number:	901	Author:	E. Benites- LM
Associated:			Revised: 5/7/2009 3/6/2025

Jefferson County

Administrative Policies and Procedures

TOPIC: Appointment to County Boards, Committees and Commissions

PURPOSE

This directive sets forth the comprehensive process for items pertaining to appointments to the County’s boards and commissions including advertising for candidates, processing information to the Commission, interviewing of candidates, appointment timetables and oaths of office.

POLICY

Policy on Appointments to Boards and Commissions

1. The Commission will make appointments to the following boards and commissions, as well as ad hoc boards and commissions, as needed. Appointments will include:
 - Board of Health
 - Board of Zoning Appeals
 - Building Commission
 - Charles Town Utility Board
 - E 9-1-1 Council
 - Eastern Panhandle Transit Authority – Pan Tran
 - Extension Service
 - Hagerstown Eastern Panhandle Metropolitan Planning Organization
 - Harpers Ferry-Bolivar Library Board
 - Historic Landmarks Commission
 - HOME Consortium
 - Homeland Security/LEPC
 - Jefferson County Convention & Visitors Bureau
 - Jefferson County Development Authority
 - Jefferson County Farmland Protection Board
 - Jefferson County Parks and Recreation Commission
 - Jefferson County Planning Commission

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- Jefferson County Property Safety Board
 - Jefferson County Solid Waste Authority
 - Region 9 Economic Development Council
 - South Jefferson Library Commission
 - Water Advisory Committee
2. Appointment terms and eligibility requirements are determined by each board or commission's bylaws and/or State law.
 3. All appointed board and commission members must:
 - Take an oath of office and share the documentation with the Commission Administration.
 - Complete Ethics and Open Meeting Act training through the West Virginia Ethics Commission.
 4. Zoning Board of Appeals Alternate Positions:
 - Alternate members shall have all powers and duties of regular board members when sitting on a case and shall continue participation until a final decision is reached.
 - Alternate members shall serve by rotation based on seniority of appointment to the board.
 5. Training for Planning Commission Members:
 - Newly appointed members to the Jefferson County Planning Commission must attend a training seminar/orientation provided by the Jefferson County Office of Planning and Zoning.
 - Training must be completed within two (2) months of appointment to familiarize members with the laws and procedures governing the Planning Commission.

Standard Operating Guidance for Boards and Commissions

1. Term Expirations and Reappointments:
 - Board and commission members will be notified by email shortly before the expiration of their term.
 - Members may reapply for membership as long as it is not prohibited by the body's bylaws or State law.

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2. Advertising Openings:

- The Commission will advertise openings at least twice on social media and via email distribution lists.
- Interested applicants should submit the following to boards@jeffersoncountywv.org:
 - Resume
 - Cover letter
 - First name
 - Last name
 - Date of birth
 - Mission Agreement Requirement: Applicants must complete the attached mission agreement and submit it with their application.
- It is recommended that applicants ensure their application is received, as some applications may be viewed as spam by email filtering systems.
- Some boards and commissions have residency and/or political affiliation requirements. Submitted information may be used to verify eligibility and conduct background checks such as court history and debarment.
- Residency and political affiliation will be determined by voter registration.

3. Public Disclosure:

- Information submitted during the application process, as well as information discovered during background reviews, may be shared publicly at the public meeting and included in a public packet.

4. Application Process:

- Applications are rolling; however, no additional applications will be considered once the agenda has been posted.
- Commission Administrative staff will notify applicants via email of the agenda containing their interview.
- Attendance at the interview (either virtually or in person) is not required but is highly recommended.
- At the direction of the Commission president, the county administrator will send a packet of eligible applicants to each commissioner. Each commissioner may select one applicant to interview at the next commission meeting for every open seat.

5. Vacancies:

- If a vacancy occurs due to a member's inability or decision not to complete their term, the vacant position must be filled through an unexpired term appointment.

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- The unexpired term appointment will serve the remainder of the term for the individual being replaced.
6. Responsibility for Reporting Vacancies:
- Boards and commissions are responsible for notifying the County Commission Administration of vacancies due to resignation or other factors that may affect this policy and/or guidance.