

RESOLUTION 2019-03-#21
POCAHONTAS COUNTY
BOARD APPOINTMENTS TO STATUTORY BODIES

A Resolution of Pocahontas County, Iowa, to adopt a Board Appointment to Statutory Bodies Policy.

POLICY

State law requires or allows boards of supervisors to appoint the members of various statutory bodies. It is the policy of the Pocahontas County Board of Supervisors to make such appointments in a consistent manner.

SCOPE

The scope of this policy includes but is not limited to appointments of the Board of Supervisors to the following bodies:

- County Zoning Board of Adjustment (§335.10, §335.11, *Code of Iowa*)
- County Board of Health (§137.3, §137.4, *Code of Iowa*)
- County Planning and Zoning Commission (§335.8, *Code of Iowa*)
- County Conservation Board (§350.2, *Code of Iowa*)
- Civil Service Commission (§341A.2, *Code of Iowa*)
- Veteran Affairs Commission (§35B.3, §35B.4, *Code of Iowa*)

Additional requirements for Veteran Affairs Commission appointments are found in a separate section.

ADMINISTRATIVE PROCEDURES

1. RECRUITMENT

- a. The applicant must be a resident of Pocahontas County.
- b. Any member of the Board of Supervisors may contact potential applicants.
- c. A notice shall be published in the official newspapers of Pocahontas County, at a minimum, informing the public of the pending appointment. It may also be posted on the County webpage and courthouse bulletin board.
- d. The published notice shall indicate the effective period of the vacancy and the deadline for applications.
- e. Any interested party may contact the County Auditor, a County Supervisor, or go to the County website at <http://www.pocahontas-county.com>, to get an application for Boards/Commissions.

2. APPOINTMENT

- a. Appointments shall be made in accordance with Iowa law or other applicable statute or rule. (Provisions regarding appointment and qualification criteria specific to individual boards and commissions are indicated in the list above.)
- b. Applicants shall complete an application explaining their interest in the position applied for, demonstrating their ability to commit the necessary time, and giving specific information regarding experience or special knowledge about activities of

the board or commission in question. Applications should be returned to the Auditor's office at 99 Court Square, Suite 7, Pocahontas, IA 50574.


3. REAPPOINTMENT

- a. Appointees may be appointed to consecutive terms.
- b. Appointees will not be appointed to consecutive terms in the case of any of the following:
 - (1) The appointee does not desire to serve.
 - (2) The appointee has frequent unexcused absences.
 - (3) The Board of Supervisors chooses not to reappoint the appointee.
- c. Board/commission members wishing to be reappointed must reapply each term. A former appointee will be given the same consideration for appointment as other applicants.

VETERAN AFFAIRS COMMISSION

- a. Applicants must be a Veteran as defined by the most current copy of §35.1 of the *Code of Iowa* and must provide documentation of their Veteran status (DD214, NGB 22, Retired ID Card, or applicable Department of Defense form).
- b. In response to or in anticipation of a vacancy on the Commission of Veteran Affairs, the Board of Supervisors shall notify veterans' service organizations from a list maintained by the Commission of Veteran Affairs.
- c. The notice provided to veterans' service organizations shall indicate the effective period of the vacancy and the deadline for applications.
- d. The notice to the veterans' service organizations shall request that each organization recommend two qualified individuals for each available vacancy.
- e. The notice to the veterans' service organizations shall include two blank application forms with the most current copy of §35B, §35.1, and §69.16A of the *Code of Iowa* attached. Special attention should be given §69.16A, for the Board of Supervisors shall comply with gender balance laws.

Policy adopted this 12th day of March, 20 19.



Jeffrey K. Ives, Chairman

Clarence Siepker




Brent Aden



Louis Stauter



Ed Dewey

ATTEST: 

Kelly Jepsen, Auditor

Contributions you feel you can make to the Board/Commission: _____

Direction/role you perceive of this Board/Commission: _____

In Lieu of/in addition to the above, do you have any comments to add that may assist the Board of Supervisors in its selection? _____

Please provide two references who may be contacted concerning your qualification for this position

Name _____

Address _____

Phone Number _____ Cell Number _____

E-mail Address _____ Relationship _____

Name _____

Address _____

Phone Number _____ Cell Number _____

E-mail Address _____ Relationship _____

I certify that there is nothing that would prohibit me from serving on this board or commission.

Signature _____

Date _____

YOUR APPLICATION WILL BE RETAINED IN OUR FILES FOR ONE YEAR
THIS APPLICATION IS A PUBLIC DOCUMENT AND AS SUCH MAY BE REPRODUCED AND DISTRIBUTED FOR THE PUBLIC.