

BOARD APPOINTMENTS TO STATUTORY BODIES

POLICY

State law requires or allows boards of supervisors to appoint the members of various statutory bodies. It is the policy of the Black Hawk 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*)
Board of Appeals (Sec.105, 1994 Uniform Building Code)
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*)
Judicial Magistrate Appointing Committee (§602.6503, *Code of Iowa*)
Black Hawk County Mental Health and Developmental Disabilities Regional Planning Council
(§225C.18, §217.43, *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 Black Hawk County.
- b. Any member of the Board of Supervisors may contact potential applicants.
- c. A notice shall be published in the official newspapers of Black Hawk County informing the public of the pending appointment.
- d. The published notice shall indicate the effective period of the vacancy and the deadline for applications.
- e. Any interested party may contact the Board of Supervisors or an individual supervisor.

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 send a letter to the Board of Supervisors, 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.
- c. Applicants will be interviewed by two members of the Board of Supervisors.
- d. Following interviews, applicants shall be considered for appointment upon recommendation of one or more supervisors.
- e. Applications will remain active for two years after they are received.

3. REAPPOINTMENT.

- a. Appointees may be appointed to a second consecutive term.
- b. Appointees will not be appointed to a second consecutive term 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. No appointee will be appointed to a third consecutive term.
- d. A former appointee who has been off a body for at least one full term will be given the same consideration for appointment as other applicants.

VETERAN AFFAIRS COMMISSION

- a. The applicant must be an honorably discharged member of the armed forces of the United States, and must provide Form DD214 as evidence thereof.
- b. In response to or in anticipation of a vacancy on the Commission of Veteran Affairs, the Board of Supervisors shall notify veterans' groups from a list maintained by the Commission of Veteran Affairs.
- c. The notice provided to veterans' groups shall indicate the effective period of the vacancy and the deadline for applications.
- d. The notice to the veterans' groups shall request the groups to recommend two qualified individuals for each available vacancy.
- e. The notice to the veterans' groups shall include blank application forms and a copy of §35B.3 of the *Code of Iowa*.