AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF THE COUNTY OF MONTGOMERY, VIRGINIA HELD ON THE 12th DAY OF JULY, 2010 AT 7:15 P.M. IN THE BOARD CHAMBERS, MONTGOMERY COUNTY GOVERNMENT CENTER, 755 ROANOKE STREET, CHRISTIANSBURG, VIRGINIA:

R-FY-11-03
POLICY FOR CITIZEN APPOINTMENTS
TO BOARDS/COMMISSIONS/AUTHORITIES
APPOINTED BY THE BOARD OF SUPERVISORS

On a motion by Mary W. Biggs, seconded by Doug Marrs and carried unanimously,

WHEREAS, The Board of Supervisors wishes to consolidate previous resolutions that set out the policy for making citizen appointments to boards/commissions/authorities; and

WHEREAS, The Board of Supervisors directed staff to develop a comprehensive policy that incorporates all written and unwritten policies concerning citizen appointments to board/commissions/authorities.

NOW, THEREFORE, BE IT RESOLVED, By the Board of Supervisors of Montgomery County, Virginia that the Board of Supervisors hereby adopts the following policy for citizen appointments to boards/commissions/authorities appointed by the Board of Supervisors:

APPLICATIONS AND APPOINTMENTS

1. Advertised vacancies seeking citizen appointments will be advertised with display ads in the *News Messenger* and the *Roanoke Times* and listed on the County's website.

2. Applicants are required to submit an application and/or a letter of interest along with a resume.

3. Applications or letters of interest must be postmarked no later than 4:00 p.m. on the due date. If hand delivered, application or letter of interest should be delivered to the appointment secretary and date stamped.

4. Applicants must be a registered voter in Montgomery County.

5. Applicants must be in good tax standing (no delinquent taxes).

6. All appointments and reappointments will be made subject to a background check.

7. All applications received will be provided to the Board of Supervisors to review under Closed Meeting.

8. The Board of Supervisors will determine which applicants will be offered interviews.

9. An Interview Committee will consist of the Chairman of the Board of Supervisors, the Vice Chair and/or the Board's liaison to the board/commission/authority to which the appointment will be made, and the County Administrator or their designee.

ELECTION DISTRICTS

1. Pursuant to bylaws approved by the Board of Supervisors, appointments to the Parks and Recreation Commission shall be as follows:

   ▪One member from each of the election districts in the County
   ▪Two members at-large from Montgomery County
   ▪An ex-officio, non-voting liaison shall be appointed from the Board of Supervisors and the Planning Commission

2. For all other boards/commissions/authorities appointed by the Board of Supervisors, membership will include representation from all election districts whenever possible.

INTERVIEWS AND BACKGROUND CHECKS

1. The Interview Committee will interview the applicants.

2. The applicant will be asked to sign a consent form authorizing the County to conduct a background check which includes:

   √Criminal records
   √Court records
   √Probation and parole records
   √Sex offender registries
   √Government agencies
   √Other criminal data bases

3. The Interview Committee will report back to the Board of Supervisors with a recommendation. If the Interview Committee does not recommend the applicant(s), the vacancy will be re-advertised.

4. Upon a recommendation from the Interview Committee and an acceptable background check, then the Board of Supervisors will make the appointment at its next meeting.

5. When the Board of Supervisors makes the appointment, a letter is sent to the applicant informing them of the appointment, with a copy of the appointment resolution, a copy of the FOIA (as required by §2.2-3702 of the State Code) and a copy of the Code of Ethics and Standards of Conduct for members appointed to boards/committees/commissions/

authorities by the Board of Supervisors. A copy of the letter and appointment resolution is sent to the director of the organization that is connected to the board/ commission/ authority to which the applicant was appointed.

TERM LIMITS

1. Membership on the following boards/commissions/authorities appointed by the Board of Supervisors shall be limited to two (2) full consecutive terms except in instances where State Code establishes a specific term limit that applies to a particular board or commission, the term limit set by State Code shall supersede the two-term limit as set by the Board of Supervisors:

   ▪Adjustment and Appeals Board (Building Code)
   ▪Community Services Board (3 term limit – State Code)
   ▪Comprehensive Services Act (CPMT) Parent and Citizen Representatives
   ▪Economic Development Authority
   ▪Juvenile Detention Commission
   ▪Library Board
   ▪New River Community College Board
   ▪Parks and Recreation Commission
   ▪Pepper's Ferry Regional Wastewater Treatment Authority
   ▪Planning Commission
   ▪Planning District Commission (citizen representative)
   ▪Social Services Board
   ▪Solid Waste Authority (Montgomery Regional)
   ▪Transportation Safety Commission (citizen representatives)

2. The term limits outlined above shall not apply to any Board of Supervisors member appointment or any person appointed as an alternate.

3. A citizen who has served two (2) full consecutive terms on one of the boards/commissions/authorities with term limits may re-apply to the Board of Supervisors for appointment to that same board/committee/commission/authority six (6) months after his or her second full term of office expired, except in instances where State Code establishes a specific time period that applies to a particular board or commission, then the waiting period set by State Code shall supersede the six-month waiting period as set by the Board of Supervisors.

4. In the event an appointed member does not, or is unable to complete the term for which appointed for any reason, then the Board of Supervisors shall appoint another member to fill the unexpired term. When appointed to fill an unexpired term, that person is eligible to be appointed to two (2) consecutive full terms.

5. Members of boards/commissions/authorities whose term expires shall continue to hold office until his or her successor has been appointed.

DISCLOSURE OF REAL ESTATE HOLDINGS AND STATEMENT OF ECONOMIC INTEREST

1. Members of the following boards/committees/commissions/authorities are required to file a Disclosure of Real Estate Holdings and Statement of Economic Interest upon appointment and on or before January 15 of each year as required by §2.2-3115 of the State Code:

   ▪Community Policy and Management Team (CPMT) (parent and citizen representatives)
   ▪Economic Development Authority
   ▪Library Board
   ▪Planning Commission
   ▪Solid Waste Authority (Montgomery Regional)
   ▪Board of Zoning Appeals (BZA)

2. Those citizens appointed by the Board of Supervisors to a board/commission/ authority that requires a disclosure form to be filed, the disclosure is required as a condition to assuming office. This means the appointee needs to file the disclosure form prior to assuming office and thereafter annually on or before January 15. For new appointments, that individual will be provided disclosure forms and be advised that they cannot assume office until such time that they file the required disclosure forms.

3. A reappointment is not required to re-file a disclosure upon reappointment if he or she has a disclosure on file from the past January.

REAPPOINTMENTS

1. All reappointments require a background check.

2. When an incumbent who is eligible for reappointment has an expiration coming up, the Board of Supervisors will determine if a letter should be sent inquiring of the incumbent's interest in reappointment.

3. If the Board of Supervisors determines that a letter be sent to the incumbent inquiring of their interest in reappointment, the letter shall include a request to sign a consent form authorizing the County to conduct a background check. A consent form will be sent with the letter of inquiry.

4. If an incumbent does not respond to the inquiry within a given time period, the Board of Supervisors will assume the incumbent does not desire to be considered for reappointment.

5. If the Board of Supervisors does not wish to send a letter of inquiry to the incumbent, County staff will be directed to advertise the upcoming vacancy.

FREEDOM OF INFORMATION ACT AND CODE OF ETHICS AND STANDARDS OF CONDUCT

1. Pursuant to §2.2-3702 of the Code of Virginia, as amended, any person appointed or reappointed to a board/commission/authority shall be provided a copy of the Freedom of Information Act (FOIA) by the County Administrator, or designee, within two weeks following appointment or reappointment, and become familiar with the provisions of the FOIA.

2. The County Administrator, or designee, shall provide each person appointed or reappointed to a board/commission/authority a copy of the Code of Ethics and Standards of Conduct for members appointed to boards/commissions/authorities by the Board of Supervisors.

OTHER APPOINTMENTS

1. Appointment of County Employees to Boards/Commissions/Authorities to Represent Montgomery County

   Employees appointed to boards/commissions/authorities as a representative for Montgomery County, such appointment is contingent upon their continued employment with the County and any such termination or resignation from employment would also constitute a voluntary resignation from such board/commission/authority.

2. Appointment of Members of the Board of Supervisors to Boards/Commissions/ Authorities to Represent Montgomery County

   The expiration of a Board of Supervisors' term in office shall constitute a voluntary resignation from any board/commission/authority appointment as a representative of Montgomery County.

This policy is effective upon its adoption.

The vote on the foregoing resolution was as follows:

AYE	NAY	ABSENT
William H. Brown	None	John A. Muffo
Mary W. Biggs		Annette S. Perkins
Doug Marrs		
Gary D. Creed		
James D. Politis		

ATTEST: F. Craig Meadows

F. Craig Meadows
County Administrator