



Pennington County Board of Commissioners

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PENNINGTON COUNTY POLICY & PROCEDURE APPOINTMENT PROCESS FOR COMMITTEES, BOARDS, ETC.

It is the statutory duty of the Pennington County Board of Commissioners (hereinafter called "County Commission"), as the governing body of Pennington County, SD to appoint qualified, knowledgeable and dedicated people to serve on various Commissions, boards, committees, task forces, etc. (hereinafter referred to as "committee").

Section 1 – Policies and Procedures

The policies and procedures governing appointments by the County Commission to various committee(s) are as follows:

- A. Qualification: Except as otherwise provided in statute, applicable by-laws or other policy, rule or agreement in existence, a resident of Pennington County is eligible to serve on a committee unless a conflict of interest prohibits such appointment.
- B. Term Limits: Unless otherwise provided by South Dakota law or prior action of the Board, the term of any committee appointment shall be 3 years. A committee member may serve no more than 2 completed full terms. The County Commission may waive the restriction on consecutive term limits for the following reasons:
 1. Lack of applicants to fill positions;
 2. Lack of applicants with specific knowledge or skill; and
 3. Lack of applicants who meet specific qualifications as required by policy or statute.

In the event a member's term expires and the committee holds a meeting before the County Commission makes a new appointment, the incumbent member shall be authorized to continue serving on the committee until the County Commission takes action.

- C. Compensation: Many committees are voluntary in nature and shall be considered as such. If applicable, a committee member may be paid per diem and mileage.
- D. Removal of Appointment: Except as otherwise provided in statute, applicable by-laws or other policy, rule or agreement in existence, the County Commission may remove and replace any committee member at any time at its discretion.
- E. Binder Information: The County Commission Office will keep a binder containing a list of all county appointments with the following data available for public inspection:
 1. Name and purpose of committee(s) with a brief summary of its function;
 2. Names of appointed committee members, terms, contact information and number of terms served;
 3. Regular date, time and location of committee meetings;

Section 2 – Procedure for making appointments:

The procedure for making initial appointments and filling vacancies on committees is as follows:

A. Notification of current openings:

1. The Commission Office shall maintain a list of current openings stating terms of office, any requirements and duties of the position;
2. The Commission Office shall post current openings on the County website, the County Facebook page and on the County bulletin board. The opening is also distributed to the media outlets in the County. Other sources may be utilized as deemed necessary by the Commission Manager;
3. The submittal deadline for each opening position will be set according to the Commission Meeting schedule agenda deadline.

B. Selection Process:

1. Those who want to be considered for an appointment are asked to submit a Citizen Interest Form and waiver to permit a background investigation;
2. Upon receiving a Citizen Interest Form and background waiver, Commission Office Staff may contact the applicant to acknowledge receipt and may provide further instructions and/or information;
3. The Commission Office Staff or appropriate staff member(s) shall verify eligibility for each applicant to ensure they meet specific requirements established by statute, applicable by-laws or other policy, rule or agreement in existence where applicable and shall pre-screen the applicants and select those to move forward to the interview process;
4. Supplemental interview questions may be utilized in the pre-screening process. The Commission Manager, along with the Chair of the County Commission or appropriate staff member(s), shall pre-determine the questions. If utilized, the supplemental interview questions will be provided to all applicants. They will be instructed to return their responses in writing and the responses will be used to select applicants to continue on to the interview process;
5. The Commission Manager will convene the following individuals to act as the pre-appointment interviewing “Group”. The “Group” shall be made up of not more than two County Commissioners, the Commission Manager or Commission Assistant, a County Employee(s) who works in the Office or Department that is associated with the purpose or role of the Committee and where applicable, a current member of an existing committee that has a vacancy to fill;
6. The applicant(s) selected for interviews will be asked to make a statement to the interviewing Group regarding the reason why he/she desires to serve on the committee including but not limited to the contributions the applicant could make to the particular committee or if the applicant is seeking reappointment, what contributions have been made during their service. The applicant(s) may also be asked to answer a series of interview questions;
7. After the completion of all interviews and background checks, the Group will prepare a written statement naming the applicant(s) who are being recommended for appointment and shall include their reasoning(s) for the recommendation. The Group may also recommend the position be reopened for

additional applicants if deemed necessary. Per SDCL 1-27-1.18, the recommendation shall be presented to the full Commission in an open meeting. The Commission shall delay the official appointment(s) until the next scheduled meeting;

8. The recommendation shall be placed in the agenda packet with all of the Citizen Interest Forms received for the opening;
9. All applicants are invited to attend the County Commission meetings at which the recommendations and subsequent appointments are made;
10. The County Commission may choose to accept the recommendation of the Group or appoint another applicant(s) upon a motion and majority vote of the Board;
11. The County Commission may utilize a voice or roll call vote or paper ballot to aid in the selection process; and
12. The County Commission may vote to utilize another method of selection if special circumstances exist.

C. Other important items:

1. The Commission Office will not keep Citizen Interest Forms and background waivers on file. A new Citizen Interest Form must be submitted for each opening;
2. A background check may be completed thru the County Human Resources Department and the States Attorney's Office for the recommended applicant(s) which may include criminal history and public records.

D. Notification of Appointment:

1. The Commission Office will prepare a letter or email notification to the appointee with information concerning their respective committee; and
2. The Commission Office will notify the applicant(s) not selected if they are not in attendance.

Section 3 – Reappointment of Current Members

Appointed individuals who are currently holding a position whose term is nearing its end will be given first opportunity to serve another term if applicable. If the individual indicates they wish to continue in the role, the Commission Manager will place an item on the County Commission's consent agenda for their reappointment. If they do not wish to continue and decline the opportunity, the Commission Manager will follow the above process in order to fill the position.

Section 4 – Special Conditions

This policy shall be considered a general policy only and shall not prohibit the Group or the County Commission from making recommendations/appointments/reappointments to the various committee(s) that deviate from this policy if special conditions exist which justify the deviation.

Section 5 - Exceptions

This policy shall not apply to the appointment of members of the Board of Mental Illness and Board of Review. The Commission Manager will work with the Chair of that Board to open the position and the screening and interviews will be completed by the Chair. The recommendation(s) for appointment shall be reviewed and supported by the Presiding Judge.

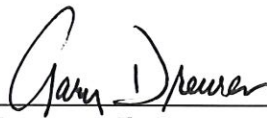
The recommendation(s) for appointment will be presented to the County Commission during a regular meeting.

Section 6 – Commission Member Appointments

The foregoing sections of this policy shall have no effect on appointments of sitting County Commissioners to Boards, Commissions, committees, task forces, etc. The appointment of such shall be completed according to the following procedure:

- A. Current and incoming County Commissioners shall submit a completed interest form to the Commission Manager indicating their preferred Committee assignments prior to the start of the New Year.
- B. The requests shall be reviewed by the Commission Manager and Chair of the County Commission.
- C. All such appointments shall be made by the Chair.
- D. All such appointments shall be presented in a public meeting in January of each year.

Approved this 5 day of April, 2022.



Gary Drewes, Chair
Pennington County Board of Commissioners