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 consecutive 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 required 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 Commission shall also publish current openings thru the Rapid City Journal in the Sunday employment ads. Other designated legal newspapers may be utilized as deemed necessary by the Commission Office 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 describing their qualifications and background;
   2. The Commission Office Manager 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;
   3. Upon receiving a Citizen Interest Form, the Commission Office Manager may contact the applicant to acknowledge receipt and may provide further instructions and/or information;
   4. The Commission Office Manager shall convene the following individuals to act as the pre-appointment interviewing “Group” whose responsibility shall be to interview the applicant(s) individually prior to consideration of the appointment by the County Commission. The “Group” shall be made up of not more than two County Commissioners, the Commission Office Manager, a County Employee(s) who work 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;
   5. The applicant(s) will be asked to make a statement to the 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;
6. Supplemental interview questions may be utilized in the selection interview process. The Commission Office Manager, along with the Chair of the County Commission, shall pre-determine the questions;

7. If utilized, the supplemental interview questions will be provided to all applicants prior to the interview date as identified; the applicants(s) may be asked to answer the questions in front of the Group or they may be instructed to return their responses in writing ahead of the interview;

8. After the completion of all interviews, the Group will prepare a written statement naming the applicants(s) who are being recommended for appointment and shall include their reasoning(s) for the recommendation. 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;

9. The recommendation shall be placed in the agenda packet with all of the Citizen Interest Forms received for the opening;

10. All applicants are invited to attend the County Commission meetings at which the recommendations and subsequent appointments are made;

11. The County Commission may choose to accept the recommendation of the Group or appoint another applicant upon a motion and majority vote of the Board;

12. The County Commission may utilize a voice or roll call vote or paper ballot to aid in the selection process; and

13. 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 previous Citizen Interest Forms. A new Citizen Interest Form must be submitted for each opening;
   2. If a current sitting committee member is interested in reappointment, they must submit a new Citizen Interest Form.

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 applicants not selected if they are not in attendance.

Section 3
This policy shall be considered a general policy only and shall not prohibit the County Commission from making appointments/reappointments to the various committee(s) that deviate from this policy if special conditions exist which justify the deviation.
Section 4
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 Office Manager indicating their preferred Committee assignments prior to the start of the New Year.

B. The requests shall be reviewed by the Commission Office 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 5th day of December, 2017.

\s\ Deb Hadcock

Deb Hadcock, Chair
Pennington County Board of Commissioners