

## Lee County Commission Board Appointment Policies and Procedures

The Lee County Commission wishes to encourage and facilitate public participation in local governance especially with the various boards appointed by the Commission. The Commission has established the following policies in an effort to increase such participation:

- All board appointments shall be publicly announced and advertised at least a month prior to an appointment or reappointment.
- Although most boards have certain requirements specified in general and/or local law, the following will be the minimum requirements for all boards:
  - the appointee must be a Lee County resident
  - the appointee must be a registered voter

Regardless of the above policies, the general and/or local law will supercede on specific requirements; for example, boards that require the chairman or a commissioner to serve on (if any) will not require advertisement.

General Procedures will be:

1. The Commission Office will take board request forms on an ongoing basis from citizens who express interest in serving on a County appointed board.
2. Two regular meetings prior to the first reading of a board appointment, the Chairman will announce the pending appointment and whether or not the individual is eligible for reappointment during the Commission Meeting. In addition, a written notice will be sent to the board of the pending appointment and request any recommendation by said board to be submitted by a specific date. Names and information of interested citizens received by the Commission office will be forwarded to the board for consideration.
3. The pending board appointment will be advertised at least once in the paper announcing such appointment and instructing interested citizens wishing to serve how to communicate their interest.
4. The pending board appointment will also be posted on the courthouse bulletin board and additional notification means can be utilized if such may increase public awareness and participation (i.e., website). Any forms received will also be forwarded to the board for consideration.
5. Commission members will be sent a list of those citizens interested in the board appointment with the relevant information regarding meeting the various requirements in their packets prior to the first reading. For applicable appointments, the recommendation from the board and/or interested entity will also be forwarded to the Commission members. The Lee County Commission may interview each candidate at a Commission meeting prior to the first reading of the board appointment.