

*County of Middlesex
Board of Supervisors*



*Policy and Procedure on
Appointments and Service
on Boards and
Commissions*

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Policy and Procedure on Appointments and Service on Boards and Commissions.

It is the policy of the Board of Supervisors to solicit qualified residents of the County to serve as its representatives on various boards and commissions that contribute to overall quality of life and government functions of Middlesex County. To this end, all sitting and potential representatives are required to complete a brief statement of interest and nominee information form for review and selection. It is the intention of the Board to match individuals with appointment that best employ their experience, skill and ability, while offer increased opportunity for citizen involvement in their government.

To better facilitate this process the following procedures have been developed:

- 1) At least two months prior to expiration of the term of an appointed position, staff will notify the Board of Supervisors of the upcoming expiration. Staff will provide the Board with copies of Nominee Information Forms received, expressing interest in the particular board or commission.
- 2) Staff will contact the incumbent to ascertain if that person is interested in serving another term, if he or she is eligible based upon the by-laws or operating procedure of the applicable board or commission. In any event, the incumbent will be required to complete a Nominee Information Form for review by the Board.
- 3) The Board may request the staff to advertise vacancies. The Board will consider other citizens who are desirous of service on a board or commission when considering a reappointment. The Board will consider all the citizens who have volunteered their services for each vacancy as it occurs.
- 4) These specific discussions will take place in Closed Meeting, as provided under Section 2.2-3711(A)1 of the Virginia Freedom of Information Act.
- 5) After the Board has made a selection, the staff will notify the appointee by mail of the Board action and the length of the term for the position to which he or she has been appointed. A copy of the notification letter will be sent to the applicable board or commission chair, which will contact the appointee directly concerning specific responsibilities, meeting dates, etc.
- 6) The staff will also notify by letter the person whose term has expired, if that person was not re-appointed, expressing the Board's appreciation for his/her services.
- 7) Board appointees serve at the pleasure of the Board. The Board reserves the right of removal of any appointed incumbent, unless otherwise prohibited by state or county code, due to lack of attendance, conduct, or when in the Board's judgment the best interest of the County would be served.