

Title: Administrative Policy Board Appointments	Policy No. Part 2, Board Administration Chapter 2, Establishment of Appointed Boards Section 1
	Effective Date March 27, 2007
Policy Custodian Board of County Commissioners	Adoption/Revision Date March 27, 2007

Adopting Resolution(s): CC07-150

References (Statutes/Resos/Policies): CC91-130, CC91-235; CC91-496; CC91-722

Purpose: To govern appointments to the various boards, commissions and committees in Jefferson County and to govern contact between appointed board, commission and committee members and elected officials.

Policy: Board Appointment

- A. These Policies and Procedures are not intended to override statutory provisions, intergovernmental agreements, or other rules, regulations or charter provisions.
- B. Vacancies
The Board of County Commissioners Office shall coordinate all applications and reappointments as necessary.
 - 1. Press releases, the County's website, and/or other county publications may be used to advertise vacancies.
 - 2. Board applications shall be made available on the County website.
- C. Appointments
The Board of County Commissioners shall appoint board members by resolution at a public hearing. The Board of County Commissioner's Office shall coordinate the appointment and contact the applicant as needed. The Board of County Commissioner's Office shall coordinate with the board's chairman and Executive Secretary as needed.
- D. Removal of an Appointee
 - 1. Appointees serve at the pleasure of the Board of County Commissioners and, absent a statutory provision to the contrary, may be removed at the sole discretion of the Board.
 - 2. Planning Commission, Board of Adjustment and Board of Review
The Board of County Commissioners may remove an Appointee to the Planning Commission, Board of Adjustment or Board of Review for cause, including, without limitation, nonperformance of duty or misconduct. Prior to such removal, the Board shall give the Appointee a written notice of intent to remove, setting forth the reasons therefore and a date for a public hearing before the Board. At the public hearing, the Appointee shall be given the opportunity to discuss and answer the charges made in the notice of intent to remove. Following the public hearing, the Board shall send the decision in writing by certified mail to the Appointee within three (3) working days of such hearing. The removal shall be effective as of the date of such decision.

- E. **Contacts Between Appointees and Elected Officials** When meetings between appointed board members and the Board of County Commissioners or other elected officials are covered under the open meetings provisions of the Colorado Sunshine Act of 1972, Section 24-6-401, et seq., 10A, Colorado Revised Statutes, as amended (Senate Bill 91-33), the provision of such Act shall apply.