



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 "organization").

Section 1

The policies and procedures governing appointments by the County Commission to various organizations are as follows:

- A. Qualification: Any resident of Pennington County is eligible to serve where state statute and other applicable conflicts of interest do not prohibit such appointment.
- B. Term Limits: Unless otherwise provided by South Dakota law, the County Commission sets the maximum length of a term to be 3 years. The maximum number of consecutive terms is 2 terms. The County Commission may waive this limit for the following reasons:
 - a. Lack of applicants to fill positions;
 - b. Lack of applicants with specific required knowledge or skill; and
 - c. Lack of applicants who meet specific qualifications as required by policy or statute.
- C. Compensation: If applicable, the member may be paid per diem and mileage. Many organizations are voluntary in nature and shall be noticed as such.
- D. Absenteeism: If not addressed in the bylaws of an organization, the County Commission may replace the appointment for absenteeism. If the appointment incurs three consecutive absences, they will be removed from their position and a replacement will be advertised for.
- E. Binder Information: The County Commission Office will keep a binder containing a list of all county appointments with the following date available for public inspection:
 - a. Names of organizations and a brief summary of its function;
 - b. Statute or cause creating the organization;
 - c. Names of members, terms, contact information and number of terms served;
 - d. Regular meeting date, time and location; and
 - e. In the event a member's term expires and the organization holds a meeting before the County Commission makes an appointment, the incumbent will continue to serve until the County Commission takes action.

Section 2

The procedure for filling vacancies for appointed positions:

- A. Notification of current openings:
 - a. The Commission Office shall maintain a list of current openings stating terms of office, any requirements and duties of the position;
 - b. The Commission Office shall post current vacancies on the County website and the County bulletin board. They shall also publish current vacancies 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;
 - c. The submittal deadline for each vacancy will be set according to the Commission Meeting schedule agenda deadline;
 - d. Upon receiving a statement of interest, the Commission Office may contact the applicant to acknowledge receipt and to provide further instructions and/or information;
 - e. The Commission Office will not keep previous statements of interest. A new statement of interest must be submitted for each opening; and
 - f. If the current sitting member is interested in reappointment, they must submit a new statement of interest.
- B. Selection Process:
 - a. Those who want to be considered for an appointment are asked to submit a written statement of interest describing their qualifications and background to the Pennington County Board of Commissioners;
 - b. Eligibility will be verified for each applicant to ensure they meet specific requirements established by statute if applicable;
 - c. Applicants may be required to appear before the County Commission to make a statement regarding the reason why he/she desires to serve on the organization including but not limited to the contributions the applicant could make to the particular organization or if the applicant is seeking reappointment, what contributions have been made in the past. The applicant may also be questioned by the members of the County Commission;
 - d. Supplemental interview questions may be utilized in the selection process. The Commission Office Manager along with the Chair of the County Commission shall pre-determine the questions;
 - e. If utilized, the supplemental interview questions will be provided to all applicants prior to the appointment date as identified;
 - f. The applicant may be asked to appear in front of the County Commission to answer the questions or they may be instructed to return their responses in writing;
 - g. The County Commission may utilize a voice or roll call vote or paper ballot to aid in the selection process; and
 - h. The County Commission may vote to utilize another method of selection if special circumstances exist.

C. Notification of Appointment:

- a. The Commission Office will prepare a letter or email notification to the appointee with information concerning their newly selected organization; and
- b. The Commission Office will notify the applicants not selected if they are not in attendance.

Section 3

This policy shall be considered general policy only and shall not prohibit the County Commission from making appointments/reappointments to the various organizations 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 19th day of August, 2014.

/s/ Lyndell Petersen
Chairman
Pennington County Board of Commissioners