

ADMINISTRATIVE PROCEDURES



Procedure Number: 4-2

Effective Date: 12/17/1992

Revision Date: 07/01/2003

C. Durberry
County Administrator

SUBJECT: **JOINT BOARD, COMMITTEE AND COMMISSION APPOINTMENTS**
(COUNTY/CITY)

DEPARTMENT RESPONSIBLE: **Clerk of the Board of Supervisors**

I. STATEMENT OF PURPOSE

This procedure establishes uniform appointment guidelines for existing or future members of joint County/City Boards, Commissions or Committees.

II. PROCEDURE

County/City Boards, Commissions or Committees may recommend qualified candidates to the Board of Supervisors for approval. An appointee may also be recommended by supervisorial district or at-large, subject to approval of the Board of Supervisors. Compliance with appointment guidelines will be reviewed by the Clerk of the Board of Supervisors, prior to the Board's approval. New members shall be notified of their appointment by the Clerk of the Board of Supervisors, and loyalty oaths will be executed in accordance with Arizona Revised Statutes requirements.

III. APPOINTMENT GUIDELINES

A. Appointees with the exception of existing members (serving prior to 8/15/88) of joint Boards, Committees and Commissions shall be subject to the following appointment guidelines:

1. Appointees of joint Commissions, Committees or Boards shall not serve on more than one Committee, Commission or Board.
2. Appointees will be selected to serve terms contiguous with the appointing officials term of office. The appointment shall not exceed two terms of four years each.
3. County employees shall be prohibited from serving on joint Commissions, Committees or Boards except as ex-officio members.

- B. Existing members or future appointees who miss four consecutive meetings or 40 percent of the meetings, in a calendar year shall be dropped from the Board, Commission or Committee membership subject to the Board of Supervisors approval. Refer to Meeting Attendance Roster, Attachment A and Attachment B.

This policy was approved by the Board of Supervisors on June 21, 1988 and became effective August 15, 1988.

