



Policies and Procedures for Citizen Boards, Committees, Commissions and Authorities of Floyd County, Georgia

POLICIES FOR ESTABLISHMENT AND OPERATION

The boards, committees and commissions provide an invaluable service to Floyd County. Their advice on a wide variety of subjects aids the Board of Commissioners in the decision-making process. It is because of their study and recommendations that many successful County programs exist today. Effective citizen participation provides a necessary link between governments and the community.

Boards, committees and commissions originate from different sources. The Georgia Law provides for the establishment of many of these. Others were established by the actions of the Board of Commissioners, either in the form of ordinance or resolution.

Floyd County's boards, committees and commissions bring together citizen viewpoints, which might not otherwise be heard. Persons of wide-ranging qualifications, who are interested in public service training, but not in public office, can be involved in government. These bodies also serve as a training ground or stepping stone for qualified persons who are interested in seeking public office.

As Floyd County boards, committees and commissions have been formed and reformed throughout the years, the adoption of uniform rules of procedure has become necessary to assure maximum productivity. (Special policies are established for temporary commissions, etc., where appropriate.)

STRUCTURE

Every board, committee or commission, when it is formed, will have a specific statement of purpose and function, which will be re-examined periodically by the Board of Commissioners to determine its effectiveness. This statement of purpose is made available to all commission members when they are appointed.

The size of each board, committee or commission is determined by its duties and responsibilities.

APPOINTMENTS

The Governing Authority appoints members of all boards, committees and commissions. The Chairman is authorized, at his discretion and without further approval of the Board to appoint such special purpose committees, as he deems appropriate or needful. The membership

of a committee so appointed may consist of not more than two Commissioners and such other individuals as the Chairman finds appropriate. Each special purpose committee will stand abolished when the purpose for which it was appointed has been satisfied or upon subsequent order of the Chairman or at such time as has been specified in the appointment order.

The appointment to positions, commissions, authorities or agencies for which the Board of Commissioners is authorized and directed by law to make, shall be made in open meeting and upon motion properly made and adopted. The term of the appointment shall be incorporated in and made a part of the minutes.

Vacancies are filled from the list of qualified citizens making application to the Board of Commissioners for such appointments. Only when particular expertise is required will an exception to the policy be made. It shall be the duty of the chairperson of the various board, committees and commissions to notify, in writing, the County Clerk should there be either a resignation or termination of membership.

Lengths of term vary from one commission to another, but in all cases overlapping terms are intended.

All boards and commissions, if not specifically provided within their ordinance provisions, shall elect one chairperson and one vice-chairperson. Chairpersons are to serve one year or two year terms unless otherwise stipulated. It is the Board's policy to rotate the chair.

New members shall receive a briefing by the board, committee or commission chairperson and appropriate staff regarding duties and responsibilities. This shall include a review of the sunshine and conflict of interest laws. A copy of these policies shall be given to a new member.

Members may resign at any time their personal circumstances change to prevent effective service.

¹Any member of a board, committee or commission otherwise qualified shall be eligible for reappointment unless such member has served for two full consecutive terms, in which case said member shall not be eligible for reappointment until after a period of one year's absence from membership *with exception of appointments to the Board of Elections and Registration, the Board of Tax Assessors, the Floyd County Personnel Board, and the Northwest Georgia Regional Commission Board of Directors*. Attendance during the appointed time will be governed by the by-laws of the board of which they are appointed and if there are no formal by-laws existing on said boards, attendance then falls back to the discretion of the Board of Commissioners.

¹ Amended July 24, 2012

A member of a board, committee or commission must be a resident and qualified voter of Floyd County unless the appointed member is less than 18 years of age.

OPERATING POLICIES

All meetings of boards, committees and commissions are open to the public. The number of meetings related to business needs of the board, committee or commission may be set by the individual body. Dates of meetings should be sent to the Clerk of the Board of Commissioners for inclusion on their monthly calendar.

Minutes are kept of all meetings and forwarded to the Board of Commissioners when approved. Minutes should be brief and reflect decisions and recommendations except where transcripts are required.

Excessive Absenteeism: Any member who is absent for two (2) regular meetings in any 12-month period shall be warned in writing, notice thereby sent to the appointing entity, that failure to attend the third (3rd) meeting in a 12-month period would constitute that member's resignation from the board, commission or committee without further action being necessary. A quorum for conducting business is a simple majority of the membership of the board, committee or commission.

CODE OF ETHICS FOR MEMBERS

All members of Floyd County authorities, commissions, committees and boards shall be expected to conduct themselves in accordance with the official Code of Ethics and Conflict of Interest provisions of the State Code of Georgia. Accordingly, the following provisions are set forth:

1. Uphold the Constitution, laws and regulations of the United States, the State of Georgia, and all governments therein and never be a party to their evasion;
2. Never discriminate by the dispensing of special favors or privileges to anyone, whether or not for remuneration;
3. Never engage in any business with the government of Floyd County, either directly or indirectly, which is inconsistent with the conscientious performance of his governmental duties;
4. Never use any information coming to him confidentially in the performance of governmental duties as a means of making private profit;
5. Expose corruption wherever discovered;

6. Never solicit, accept, or agree to accept gifts, loans, gratuities, discounts, favors, hospitality, or services from any person, association, or corporation under circumstances from which it could reasonably be inferred that a major purpose of the donor is to influence the performance of the member's official duties;
7. Never accept any economic opportunity under circumstances where he knows or should know that there is a substantial possibility that the opportunity is being afforded him with intent to influence his conduct in the performance of his official duties;
8. Never engage in other conduct which is unbecoming to a member or which constitutes a breach of public trust;
9. Never take an official action with regard to any matter under circumstances in which he knows or should know that he has a direct or indirect monetary interest in the subject matter of such matter or in the outcome of such official action. (Official Code of Georgia §45-10-3.)
10. The directors and members of said authorities, commissions, committees and boards shall be citizens in good standing with the office of the Tax Commissioner of Floyd County, and furthermore shall be a registered voter in Floyd County.
11. The directors shall elect one of their members as Chairman and another as Vice-Chairman and shall also elect a secretary and a treasurer or a secretary/treasurer, either of whom may, but need not be, a director.

The provisions of Georgia Code §45-10-3 shall apply to all members of Floyd County authorities, commissions, committees and boards, and such members shall not engage in any transaction with the authority, commission, committee or board of which they are a member. Failure to comply with these provisions may result in, but not be limited to, dismissal from the authority, commission, committee or board on which that member serves.

APPOINTMENT PROCEDURES

NEW ADVISORY BOARDS

When new boards, committees, commissions or task forces are formed in the County, the following procedures will apply:

1. Public notification – news release to media
 - a. Covering the purpose, objective(s), size of body, etc.
 - b. Request for applications from citizens interested in serving.

- c. Second notification to be released in 30 days if the original fails to produce an adequate number of applicants, chairman will make that decision.
2. When an adequate number of applicants has been obtained, the following procedures will apply:
 - a. Chairman will select one or two commissioners to act as a Screening Committee.
 - b. All Commissioners will receive copies of the resumes received from interested citizens with instructions to review resumes and make comments to the Screening Committee by a certain date.
 - c. Screening Committee will interview (as required) applicants and will recommend a list of nominees to the Chairman.
 - d. County Clerk will prepare a memo to all Commissioners advising them of the recommendations of the Screening Committee and comments of the Chairman one week prior to the date the appointments are to be made.
 - e. Scheduled meeting: Commissioners are also encouraged to meet with or contact any of the nominees at any time during this process.

ESTABLISHED ADVISORY BOARDS

Appointment or reappointment to any established advisory bodies to the Board of Commissioners will be accomplished as follows:

- A. As terms of all appointed persons reach 60 days prior to expiration, the Clerk will notify the individuals by letter, thanking them for service and asking them if they wish to be reappointed, with an information copy to the chairman.
- B. The Clerk will compile a 60-day forecast of terms scheduled to expire and submit it to the commission.
- C. All members wishing reappointment must submit, in writing, a letter stating their intent.
- D. The Chairman will present the names of the persons requesting reappointment to the Board of Commissioners with his/her recommendations.
- E. After vacancies are filled, a letter of appointment is sent to the appointee along with a copy of the Policies and Procedures.
- F. A Certificate of Appreciation is given to each person upon completion of service.

- G. It is the responsibility of the Chairman to recommend to the Board the dissolution of any advisory body that has completed its working function.

APPLICATION AND DURATION OF GUIDELINES

All boards and commissions created by the Floyd County Board of Commissioners in conjunction with the individual by-laws and ordinance provisions applicable for that particular board or commission shall utilize these general operational and administrative guidelines. Said guidelines shall remain in force until such time as the Floyd County Board of Commissioners amends them.