



The Board of Supervisors of Dickinson County, Iowa, believes it is good public policy to communicate its expectations of candidates for position openings on Boards, Committees, Councils or Commissions of the County. These policy requirements will apply to all appointed positions, whether the appointment rests with the Board of Supervisors or the Chair of the Board of Supervisors. For future reference within this policy, the word Board will be used for Boards, Committees, Councils, and/or Commissions.

The current Boards to which this policy applies are as follows:

- Board of Adjustment
- Zoning Commission
- Board of Health
- Commission of Veteran Affairs
- Trails Board
- Compass Pointe
- Seasons Center

Announcements:

The Dickinson County Board of Supervisors shall, at minimum, make an announcement via the Lakes News Shopper one month prior to the end of each Calendar year for all Board openings available at the beginning of following year, Additionally, like announcements shall be made for Boards with openings throughout the year and/or for openings resulting from early term resignations.

Application Deadlines:

In all cases, a deadline date will be published with each announcement. The Dickinson County Board of Supervisors shall have complete discretion in setting the deadline date(s) for applications. In the event there are insufficient or non-qualified applicants for the Board for which the appointment(s) is being sought, a deadline may only be extended by the Board of Supervisors.

Candidate Applications:

All candidates for appointment must complete an Application and file it with the Dickinson County Auditor, prior to the published deadline. Application forms are available on the Dickinson County website (www.co.dickinson.ia.us) and in the Dickinson County Auditor's office.

Candidates:

In accordance with Iowa Law, the Board of Supervisors shall make a special effort to seek out equal numbers of women and men as candidates for appointments over which they have authority, and will make appointments in accordance with Iowa and Federal Law which mandates that equality under the law shall not be denied or abridged because of sex, race, color, creed, or national origin. Additionally, the State of Iowa has directed that "All appointive boards, commissions, committees and councils of political subdivisions of the State that are established by the Code, if not otherwise provided by law, shall be gender balanced... unless the political subdivision has made a good faith effort to appoint a qualified person to fill a vacancy on a Board in compliance with subsection 1 for a period of three months but has been unable to make a compliant appointment." (Iowa Code Chapter 69.16A(2)). It is the policy of the Dickinson County Board of Supervisors

to seek the best qualified persons to serve on each Board. The Board of Supervisors will strive in all appointments made to seek representation from all areas and townships of the county. The Board of Supervisors, with the assistance of the Dickinson County Auditor, will endeavor to develop a pool of persons interested in serving on each Board.

Qualifications:

Qualifications for appointment are often fixed by law, and vary in some cases depending on the Board. In all cases, candidates must reside within the boundaries of Dickinson County. The candidate may be asked to validate residency in the form of a driver's license, voter registration record, or other acceptable documentation.

Appointments:

All appointments will be made in an open session of the Dickinson County Board of Supervisors, with an opportunity for public input and comment prior to such appointment.

Boards and Board members:

Each Board is expected to advise the Board of Supervisors of qualifications they are seeking in a Board member and to make suggestions as to potential Board members. Dickinson County has adopted a comprehensive conflicts of interest policy. Appointed Board members are expected to review this policy and to adhere to its dictates in all deliberations and matters that come before you. Additionally, these appointed positions for service on a Board should be seen as opportunities for service to the County, and not to be considered an opportunity for the individual appointee.

Attendance:

If appointed, candidates are expected to attend all regular and special meetings of the board, council or commission to which they are appointed. Attendance records will be kept and reviewed from time to time. Continued and regular service to the board, council or commission will be considered very important for re-appointment purposes.

Resignations:

A resigning Board member shall notify the Board of Supervisors and the Dickinson County Auditor in writing and when possible give a minimum of one month's notice.