



**BOARD OF COUNTY COMMISSIONERS OF GUNNISON COUNTY  
RESOLUTION #2016-22**

**A RESOLUTION ESTABLISHING THE POLICY FOR APPOINTMENTS TO  
GUNNISON COUNTY BOARDS AND COMMISSIONS**

**THIS RESOLUTION SUPERSEDES RESOLUTION #06-28**

WHEREAS, the Board of County Commissioners of Gunnison County, Colorado has the authority to appoint members to various Gunnison County boards and commissions; and

WHEREAS, the Board desires to establish a policy to ensure that the appointment process:

- o Will be timely;
- o Will foster applications for open positions;
- o Will be open to public scrutiny;
- o Will comply with applicable legal requirements; and
- o Will result in appointments that are in the best interests of Gunnison County;

WHEREAS, the appointment process established by this Resolution shall apply to appointments to the following boards and commissions:

- a. Board of Adjustments
- b. Board of Appeals
- c. Colorado River Water Conservation District Board
- d. Commissioner of Deeds
- e. Community Corrections Board
- f. Environmental Health Board
- g. Extension Advisory Committee
- h. Gunnison Basin Sage-grouse Strategic Committee
- i. Gunnison Cemetery District Board
- j. Gunnison Sage-grouse Mitigation Committee
- k. Gunnison Valley Hospital Board of Trustees
- l. Gunnison Valley Housing Foundation Board
- m. Gunnison Valley Observatory Board
- n. Gunnison-Crested Butte Tourism Association Board
- o. HB 1177 Roundtable
- p. Historic Preservation Commission
- q. Land Preservation Board
- r. Library Board of Trustees
- s. Medical Health Officer
- t. Planning Commission
- u. Region 10 Board
- v. Trails Commission
- w. Veterans Service Officer
- x. Watershed Weed Commission
- y. Western Regional EMS Council
- z. Other boards and commissions as identified from time to time by the Board of County Commissioners

WHEREAS, the appointment process established by this Resolution shall be followed unless the process is in conflict with a specific requirement of an applicable ordinance, statute, established resolution of the Board, or other legal requirement.



NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Gunnison County, Colorado that the procedure for advertisement, interview, and appointment of persons to vacancies on boards and commissions shall occur by the following process except in unusual circumstances, such as those dictated by statute or specific bylaws (see Section 7 below):

Annual Appointment Process:

1. Notification:
  - a. Prior to or at the time of issuance of the annual vacancy notice, County staff members and/or the chairperson involved with each board or commission will be advised of upcoming vacancies and asked to encourage citizens to apply who have the appropriate interest, commitment, and skills.
  - b. Prior to or at the time of issuance of the annual vacancy notice, persons whose terms are expiring will be informed of their term expiration, thanked for their service, and encouraged to reapply.
2. Vacancy Notices and Applications:
  - a. Annual Board requests for applications for appointment shall be made via newspaper, the County website, and/or the County's social media outlets; and
  - b. The vacancy notice shall be issued no later than December 1<sup>st</sup> with a response deadline of January 15<sup>th</sup> at 5:00 p.m., or the first business day thereafter.
3. Scheduling/Conducting Interviews and Making Appointments:
  - a. Interviews shall not commence until after the response deadline. Notification of interview date and time will be made by letter, phone or email to applicants.
  - b. Incumbent applicants will be advised that the interview is conducted for both an interview and opportunity for the applicant to update the Board on activities of that board or commission.
4. Re-notification:
  - a. After the first round of appointments are made, the Board may opt to pursue a second round of appointments by following the same process as stated above, but for only three weeks for any specific board or commission vacancies remaining.
5. Recruitment:
  - a. After two rounds of interviews and appointments, County staff members and/or the chairperson involved with each board or commission will be advised of remaining vacancies and asked to recruit applicants. If this process yields interested applicants, interviews and appointments will be scheduled.
6. Out-of-Cycle Applications and Vacancies:
  - a. If a resignation and/or other creation of a vacancy occurs outside of the annual cycle outlined above, the Board may elect to create and follow a one-time recruitment and appointment schedule to fill that vacancy.
7. Special Circumstances Dictated by Bylaws and/or Statute:
  - a. Colorado River Water Conservation District. In compliance with CRS 37-46-104, the Board shall make its regular appointment to the Colorado River Water Conservation District during its first meeting in January. The County Clerk or a Deputy County Clerk will administer the Oath of Office to the newly appointed (or



reappointed) person, and that appointee shall take office beginning on the third Tuesday in January.

- b. Gunnison Valley Hospital Board of Trustees. In compliance with CRS 25-3-303 and the Gunnison Valley Hospital Board of Trustees bylaws, the Board shall make regular appointments to the Gunnison Valley Hospital Board of Trustees on or before the second Tuesday of January. The County Clerk or a Deputy County Clerk will administer the Oath of Office to the newly appointed (or reappointed) person within 10 days of appointment. The appointee shall take office beginning on the first day of February.

INTRODUCED by Commissioner Chamberland, seconded by Commissioner Houck and adopted this 7<sup>th</sup> day of June, 2016.

GUNNISON COUNTY BOARD OF  
COUNTY COMMISSIONERS

Paula Swenson, Chairperson

Phil Chamberland, Commissioner

Jonathan Houck, Commissioner

Katherine Haase, Deputy County Clerk

