



Nye County

Board Appointment Guidelines



Nye County Board Appointment Guidelines

Document and Contact Information

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File Name:	Nye County Board Appointment Guidelines
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Requirements for Document acceptance and changes:	Acceptance of, and changes to this document must be reviewed and approved by the Nye County Manager and subsequently the Nye County Board of County Commissioners (BOCC).

History of Revision

Date	Version	Comments
November 3, 2009	1-2009	Approved and accepted by BOCC
July 2, 2013	2-2013	Approved and accepted by BOCC
August 20, 2013	3-2013	Approved and accepted by BOCC



1. GENERAL PROVISIONS

1.1 Purpose

It is the intent of the Board of County Commissioners ("Commissioners"), through approval of these guidelines to solicit public interest and establish a fair and equitable process for appointments, reappointments or replacement of members to a variety of elected and appointed positions including, but not limited to:

- Town Boards
- Town Advisory Boards
- Advisory Committees
- Commissions
- Local Improvement Districts
- Library Boards
- Elected Department Heads including:
 - Assessor
 - Clerk
 - District Attorney
 - Justice Court Judge
 - Public Administrator
 - Recorder
 - Sheriff
 - Treasurer

The Commissioners recognize that each community, board and department is unique and some situations may dictate that these guidelines be amended or slightly revised.

1.2 Scope

These Guidelines serve generally to provide procedures for the acceptance of applications, the application review process, and the recommendation for appointment of citizens interested in being appointed by the Commissioners to a vacancy in any of the positions listed in Section 1.1, with the limited exception of General Improvement Districts.

These Guidelines will assist the Commissioners in making informed choices for appointments. The Commissioners may, by majority vote, decide to waive, amend or otherwise modify the processes in these guidelines as conditions dictate. These conditions include, but are not limited to, one applicant for one vacancy or the lack of a newspaper of general circulation in a community with which to advertise the vacancy when the vacancy is specific to that community.



These guidelines do not apply to vacancies on Town Advisory Boards when the Town Advisory Board has adopted a formal process for conducting informal town elections. The Commissioners will make the appointment(s) based on the results of the informal election.

It is the intent of this policy to actively involve the members of the various Boards, Commissions and Committees in the decision-making process. Appointment recommendations will be solicited from the Board, Commission or Committee on which the vacancy(ies) exists as well as the liaison Commissioner, if one has been assigned. How quickly the vacancy is filled will depend entirely on the expeditious review of the application(s) by the various Boards, Commissions and Committees and the liaison Commissioner with a resulting recommendation forwarded by each to the Clerk.

1.3 Recruitment and Application Process

Generally, the Nye County Clerk (hereinafter referred to as "Clerk") will notify the public of vacancies as they occur in the event that the respective Board is not already responsible for that public notice. *NOTE: In some cases, as with the Animal Advisory Board (Nye County Emergency Services) or the Nye County Water District Board (Nuclear Waste Repository Policy Office), those respective departments have assumed noticing responsibilities.*

This notice will consist of advertising in a newspaper of general circulation or posting notices in various public places. It will set forth requirements regarding the application process (i.e. cover letter or resume, when required) and the deadline for submitting applications. The Clerk or responsible department will advertise vacancies using the most effective advertising mediums possible (i.e. posting to the county website, ads in local newspapers, or posting on community bulletin boards).

To be eligible for consideration, the applicant must submit an application on a form provided by the Clerk or the responsible department no later than the advertised deadline. The Application is also available on the Nye County website but upon completion, must be submitted to the Clerk or the responsible department (the advertisement itself will specify which, not the application). Applicants will be notified in writing as soon as practicable by the Clerk or the responsible department that their application has been received.

When applicable, the Clerk or the responsible department will forward copies of each application to the Chairman of the Board, Commission or Committee for which the vacancy exists, and to the Commissioner who serves as Liaison to that



Board, Commission or Committee, for review. In the event that no suitable candidates have applied, the County reserves the right to re-advertise the vacancy or solicit additional applications. The Chairman of the Board, Commission or Committee is responsible for ensuring that copies of the application(s) are given to the members.

1.4 Selection and Appointments

When reviewing applications, the members of the Board, Commission or Committee and the Liaison Commissioner will take into consideration the requirements for the vacant position. They will, whenever possible, strive to achieve a balance of qualified applicants covering a range of qualifications and perspectives. Appointment recommendations made by Boards, Commissions or Committees must be made by a majority of a quorum of the members present at a meeting in which such action has been placed on an agenda.

The members of the Board, Commission or Committee and Liaison Commissioner will submit recommendations for appointment to the Clerk and to the Commissioners. The appointment(s) will be made by a majority of a quorum of the Commissioners present at a meeting in which such action has been placed on an agenda.

The Commissioners reserve the right to interview any applicant for any position, either publicly when the appointment action has been placed on an agenda, or privately, providing that no more than two commissioners are present for the interview at the same time. In either case the applicant must be notified in writing of the Commission's intent to interview and complete details regarding time, date and location of the interview are included in the notice.

1.4.1 Elected Department Heads

If the vacancy being filled is that of an Elected Department Head, applicants will be asked to submit a letter of interest accompanied by a resume, which will then be reviewed by the County Manager and a screening committee appointed by the Commissioners. Final candidates must appear before the Commissioners for an interview which will be conducted during a public meeting in which such action has been placed on the agenda. The appointment will then be made by a majority of a quorum of the Commissioners present.

1.4.2 Town Advisory Boards

Town Advisory Boards conduct informal elections in which the citizens of the community may participate. These informal elections are held during regularly scheduled meetings of the Advisory Board and voters must



meet the same standards and requirements as during the formal election process (e.g. age, residency, etc.). Votes are tabulated at the end of the voting period (normally when every citizen who wishes to do so has had an opportunity to vote during the meeting) and the name(s) of the winner(s) is forwarded to the Clerk. The appointment(s) will be made by a majority of a quorum of the Commissioners present at a meeting in which such action has been placed on an agenda.

1.4.3 General Improvement Districts

Pursuant to NRS 309.120 (effective July 1, 2013) if the General Improvement District fails, neglects or refuses to fill any vacancy within 30 days after the vacancy occurs, the Commissioners shall fill that vacancy. In the event this becomes necessary, these Guidelines will apply.

1.5 Notification

Successful applicants will be notified in writing as soon as practicable by the Clerk or the responsible department. When appropriate, the chairman of the applicable Board will also receive notification of appointments either in writing, by telephone or by email.

Unsuccessful applicants will be notified in writing as soon as practicable by the Clerk or the responsible department.

BOARD APPLICATION

Pahrump Town Office
 400 N. Hwy 160
 Pahrump, NV 89060
 (775) 727-5107



Nye County Administration
 2100 Walt Williams Dr.
 Pahrump, NV 89048
 (775) 751-7075

Name of Board:			
Applicant Name:			Today's Date:
Home Address:	City:	State:	Zip:
Mailing Address:	City:	State:	Zip:
Home Telephone: () - -	Other Telephone: () - -	E-mail address:	
Are you currently employed by Nye County: Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, which Department:	I have attached my resume/letter of interest: Yes <input type="checkbox"/> No <input type="checkbox"/>	

Please provide a brief description of your qualifications, experience, or interests that would be considered an asset to this Board:

I certify that I am a QUALIFIED ELECTOR, that I MEET STATUTORY REQUIRMENTS of the Board area to which I am applying, and that the information is true and accurate to the best of my knowledge.

 Signature

The Board to which you are applying meets at least once a month and possibly evenings.

Mail or deliver completed form to: Pahrump Town Office
 400 N. Hwy 160
 Pahrump, NV 89060

(This document becomes a public record once it has been received by Nye County)

OPEN MEETING LAW

Person interested in applying for membership on a Board should be aware of the requirements of the Nevada Open Meeting Law under which all Boards are governed. The Nevada Open Meeting Law, NRS Chapter 241, declares legislative intent that all public bodies (including Boards) exist to aid in the conduct of the people's business and that it is the intent of the law that the member who takes action in violation Open Meeting law, with knowledge of the violation, is guilty of a misdemeanor and may be prosecuted. Wrongful exclusion of any person from a meeting of the public body is also a misdemeanor. Any time a majority of Board members gathers together in a place that has not been legally posted per Open Meeting law requirements, they cannot discuss or deliberate on an action. This does not preclude members from gathering together; it does require that they do not discuss and deliberate on County or area business.

Ver. 1.1
 November 3, 2009

**Administration – Nye County, Nevada
 Nye County Board Application**

Nye County is an Equal Opportunity Employer and Provider