
SMITH COUNTY POLICY

FOR

GENERAL BOARD APPOINTMENT PROCEDURES

SECTION 1. APPOINTMENTS.

- (1) Commissioners Court will encourage and receive for consideration advisory recommendations from boards pertaining to the appointment of board members to vacant positions.
- (2) Commissioners Court understands that appointment recommendations submitted by a board are advisory only and not binding. The Commissioners Court has complete authority over appointments to vacant board positions.
- (3) Members of the Commissioners Court may also recommend candidates for vacant board positions.

SECTION 2. APPLICANTS.

- (1) All candidates for an appointed position on a Smith County board must fill out the standard application form provided on the Smith County website to be eligible for appointment.
- (2) Applicants are permitted to submit a resume with the standard application form.
- (3) All Smith County board positions are at large, unless statutes dictate otherwise. Positions may generally be filled by a person who legally resides within Smith County.
- (4) Commissioners Court reserves the right to conduct due diligence, including but not limited to background checks.

SECTION 3. BOARDS.

- (1) All newly appointed board members must undergo training, if necessary, applicable to the position they have assumed.
- (2) Commissioners Court will strive to provide orientations for all newly appointed board members.
- (3) All boards appointed by the Smith County Commissioners Court will be required to update the Court on a quarterly basis, and comply with requests for information relevant to the board and/or county business.
- (4) The purpose of quarterly updates is to inform the Commissioners Court and the public of progress/actions taken or problems the board is experiencing.
- (5) Commissioners Court reserves the right to review board status and relevancy for non-statutorily appointed boards and may choose to dissolve such boards at its discretion.
- (6) Boards may adopt by-laws or internal rules subject to legal review and Commissioners Court approval.

SECTION 4. OPEN MEETING COMPLIANCE.

- (1) All boards making formal recommendations to Commissioners Court where action may be taken on public business must comply with Open Meetings law. Tex. Govt. Code Ch. 551.
- (2) Informal meetings solely for information gathering without any quorum of a governmental body needed where no recommendations to Commissioners Court are developed and no action is taken do not necessarily require posting as a public meeting.
- (3) If necessary, proper public meeting facilities may be arranged through Commissioners Court staff.