

HOUSTON COUNTY
BOARD OF ADJUSTMENTS
VACANCY PROCEDURES

(Option 1)

- 1. The Clerk to the Board shall post notice of vacancy and application directions on the County website, local papers and forward to all township clerks for a minimum period of two (2) weeks prior to the application deadline.**
- 2. Applications will be accepted from persons residing in the County with a goal of representation from all Commissioner Districts.**
- 3. The HR Director, in consultation with the Zoning Administrator and Environmental Services Director shall prepare the application questions.**
- 4. To be considered, interested residents must submit completed applications to the Personnel Office by the posted deadline.**
- 5. All eligible applications shall be forwarded to the Board of Commissioners with sufficient time for review. Each Board member shall review and select one applicant per vacancy. The applicants with the most selections with a maximum of two applicants per vacancy will then be interviewed. Interviews will be conducted by the interview committee consisting of two commissioners chosen by vote of the County Board, the Zoning Administrator, the Environmental Services Director and one planning commission member chosen by vote of the County Board.**
- 6. The Committee shall forward their recommendations to the County Board. Appointments will be made by vote of the full County Board for one three year term with a maximum of three (3) consecutive three (3) year terms.**
- 7. The HR Director is responsible for redacting private/non-public information and provides process oversight/EO.**
- 8. In the event of a failed search the County will solicit applications in the manner set forth above from all districts.**

HOUSTON COUNTY
BOARD OF ADJUSTMENTS
VACANCY PROCEDURES
(Option 2)

- 1. The Clerk to the Board shall post notice of vacancy and application directions on the County website, local papers and forward to all township clerks for a minimum period of two (2) weeks prior to the application deadline.**
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- 3. The HR Director, in consultation with the Zoning Administrator and Environmental Services Director shall prepare the application questions.**
- 4. To be considered, interested residents must submit completed applications to the Personnel Office by the posted deadline.**
- 5. All eligible applications shall be forwarded to the Board of Commissioners with sufficient time for review. Each Board member shall review and select one applicant per vacancy. The names of the applicants with the most selections with a maximum of two applicants per vacancy will then be forwarded to a committee consisting of two commissioners chosen by vote of the County Board, the Zoning Administrator, the Environmental Services Director and one planning commission member chosen by vote of the County Board. The Committee shall meet and review the applications and forward their recommendations for appointment to the County Board.**
- 6. Appointments will be made by a vote of the full County Board for one three year term with a maximum of three (3) consecutive three (3) year terms.**
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HOUSTON COUNTY
BOARD OF ADJUSTMENTS
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(Option 3)

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- 3. The HR Director, in consultation with the Zoning Administrator and Environmental Services Director shall prepare the application questions.**
- 4. To be considered, interested residents must submit completed applications to the Personnel Office by the posted deadline.**
- 5. All eligible applications shall be forwarded to the Board of Commissioners with sufficient time for review. Each Board member shall review and rank order all applicants.**
- 6. The two top candidates shall be voted on by the full County Board for a three year term with a maximum of three consecutive three year terms.**
- 7. The HR Director is responsible for redacting private/non-public information and provides process oversight/EO.**
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HOUSTON COUNTY
PLANNING COMMISSION

VACANCIES

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HOUSTON COUNTY
PLANNING COMMISSION

VACANCIES

(Option 2)

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- 6. Appointments will be made by a vote of the full County Board for one three year term with a maximum of three (3) consecutive three (3) year terms.**
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