

# WASHINGTON COUNTY BOARDS AND COMMISSIONS

## GENERAL INFORMATION

### **Washington County has 30+ active Boards/Commissions/Committees**

- All are volunteer boards with the exception of the Electrical Board, Planning Commission, Plumbing Board, Property Tax Appeals Board and Board of Zoning Appeals, whose members require special skill sets and are paid a stipend.
- Each has its own bylaws and/or statutes to follow regarding purpose, board makeup and procedures.
- Member terms are anywhere from 2-5 years, depending on the Board's bylaws/statute.
- Board meetings may be held during the day or evening; most meet once per month, but some meet twice per month, several times per year or only as needed.
- A County Commissioner sits on many Boards, usually as a non-voting, ex-officio.
- The Commissioners report Board activities or concerns during their regularly scheduled County Commissioners' meetings.

### **Applications and Board Information**

- The County's website [www.washco-md.net](http://www.washco-md.net) contains information on its boards, commissions and committees, including board descriptions, meeting times and upcoming vacancies.
- Click on "Volunteer for a board or commission" to fill out an online application
- Following the instructions on the volunteer form, mark the five top choices only, rating them in interest from 1 to 3. Click on "Submit" and the application is sent electronically to the County Clerk. The applicant's board preferences are recorded and kept on file for two (2) years; after that two (2) year period, applicants must reapply.
- Board members must be residents of Washington County, per our County policy.
- When a Board has a vacancy, the names of all applicants on record are provided to the coordinator of that Board. The Board contacts those applicants to reaffirm their interest. The names of three recommended individuals are then forwarded to the County Commissioners for consideration. Recommendations are first discussed in closed session since they involve personal information.
- Upon appointment to a Board, the applicant is sent a letter instructing them to be sworn in at the Circuit Court Clerk's Office, 24 Summit Avenue. A representative of the Board contacts them regarding meeting dates, time and Board duties.

### **Reappointments**

- Members may be reappointed to a second term upon the board's recommendation and if their attendance has been satisfactory. A member's attendance and participation on a Board are a definite consideration during the reappointment process.
- Upon serving a second term, a one-year interim period is required before members are considered for appointment. The individual must submit a new application which is kept on file for two years. The County Commissioners may waive the two consecutive term limit policy in certain instances.

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