

TITLE III

ADMINISTRATION

Chapter 33

Boards, Commissions, Authorities, and Other Organizations

**CHAPTER 33: BOARDS, COMMISSIONS,
AUTHORITIES AND OTHER ORGANIZATIONS**

Section

- 33.01 Pike County Planning Commission
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Cross-reference:

Subdivisions see, Chapter 155

Zoning Code see, Chapter 156

§ 33.01 PIKE COUNTY PLANNING COMMISSION

- (A) Scope. This section provides for the following:
- (1) Establishes the Pike County Planning Commission;
 - (2) Sets regulations for membership, appointments, terms of office and compensation of members;
 - (3) Sets rules and procedures for operation;
 - (4) Defines the powers of the Planning Commission;
 - (5) Repeals conflicting resolutions.
- (B) Definitions. For the purpose of this section, the following definitions shall apply unless the context clearly indicates or requires a different meaning.
- (1) COUNTY. Pike County.
 - (2) PLANNING COMMISSION. The Pike County Planning Commission.
Planning Commission established. There is established the Pike County Planning Commission.
 - (3) MEMBERSHIP AND APPOINTMENTS. The Planning Commission consists of at least three but no more than five members. All members must reside within Pike County. They are appointed by the Board of Commissioners. None of the members of the Planning Commission may hold any other public office, except that one member may also be a member of the Pike.
 - (4) COUNTY BOARD OF APPEALS. Commission members may be removed by the Board of Commissioners for cause, upon written charges, and after a public hearing. Members of the Planning Commission will be disqualified to act upon any matter before the Planning Commission in which they have a personal financial interest or other conflict of interest.
 - (5) TERMS OF OFFICE. The term of office for each member of the Planning Commission is for three years. However, in the appointment of the first Commission, two members will be appointed for three years, two for two years and one for one year. Any vacancy in the membership will be filled for the unexpired term in the same manner as the initial appointment. If one appointee is from the Pike County Board of Appeals and he or she ceases to be a member of the Board of Appeals during the term of his or her appointment to the Planning Commission, his or her membership in the Planning

Commission will terminate and the Board of Commissioners may name another member of the Planning Commission to fill the unexpired term of its original appointee.

- (6) **COMPENSATION.** Planning Commission members will receive compensation for their service as determined by the Board of Commissioners.
- (7) **RULES AND PROCEDURES.** The Planning Commission will elect one of its members as Chairperson. The Chairperson will serve for one year. At the end of that term, he or she must either be re-elected or a successor elected. The Planning Commission will appoint a Secretary, who may be an officer of Pike County or the Planning Commission. The Planning Commission has the authority to adopt rules of procedure. Meetings of the Planning Commission will be held at the call of the Chairperson, or in his or her absence the Acting Chairperson. The Chairperson or the Acting Chairperson may administer oaths and compel the attendance of witnesses by subpoena. The Planning Commission must keep minutes of its proceedings, showing the vote of each member upon each question, or if absent or failing to vote, indicating such a fact. The Planning Commission must also keep records of its examinations and other official actions, all of which must be immediately filed in the office of the Planning Commission and will be public record. The decisions of the Planning Commission must be by resolution, which must contain a statement of the grounds of its decision or action. The full text of the resolution must be sent to the appellant. No appeal requesting the same property will be received or heard by the Planning Commission twice within the same 12-month period. However, that limitation does not affect the right of the Planning Commission to grant a rehearing as provided in the rules and procedures adopted by the Planning Commission.

(Res. passed 6-16-89)

§ 33.02 PIKE COUNTY BOARD OF APPEALS

- (A) **Scope.** This section provides for the following:
 - (1) Establishes the Pike County Board of Appeals;
 - (2) Defines the purpose and powers of the Pike County Board of Appeals;
 - (3) Sets regulations for membership, appointments, terms of office and compensations;
 - (4) Repeals conflicting resolutions.
- (B) **Definitions.** For the purpose of this section, the following definitions shall apply unless the context clearly indicates or requires a different meaning.
 - (1) **BOARD OF APPEALS.** The Pike County Board of Appeals.
 - (2) **BOARD OF COMMISSIONERS.** The Pike County Board of Commissioners.
 - (3) **COUNTY.** Pike County.
- (C) **Board of Appeals established.** There is established the Pike County Board of Appeals.
- (D) **Purpose and powers.** The purpose of the Board of Appeals is as follows:
 - (1) Hears appeals from the Pike County Zoning Code and has certain other administrative duties under the Zoning Code;
 - (2) Duties and procedures of the Board of Appeals under the Code are specified in that Code;
 - (3) Hears appeals from actions of the Zoning Administrator.
- (E) **Membership and appointments.** The Board of Appeals consists of at least three but no more than five members. All members must reside within Pike County. They are appointed by

the Board of Commissioners. None of the members of the Board of Appeals may hold any other public office, except that one member may also be a member of the Planning Commission. Members may be removed by the Commissioners for cause, upon written charges, and after a public hearing. Members of the Board of Appeals will be disqualified to act upon any matter before the Board of Appeals in which they have a personal financial interest or other conflict of interest.

- (F) Terms of office. The term of office for each member of the Board of Appeals is for three years. However, in the appointment of the first Board, two members will be appointed for three years, two for two years, and one for one year. Any vacancy in the membership will be filled for the unexpired term in the same manner as the initial appointment. If one appointee is from the Pike County Planning Commission and he or she ceases to be a member of the Planning Commission during the term of his or her appointment to the Board of Appeals, his or her membership in the Board of Appeals will terminate and the Board of Commissioners may name another member of the Planning Commission to fill the unexpired term of its original appointee.
 - (G) Compensation. Board of Appeals members will receive compensation for their service as determined by the Board of Commissioners.
 - (H) Rules and procedures. The Board of Appeals will elect one of its members as Chairperson. The Chairperson will serve one year. At the end of that term, he or she must either be re-elected or a successor elected. The Board of Appeals will appoint a Secretary, who may be an officer of Pike County of the Planning Commission. The Board of Appeals has the authority to adopt rules of procedure. Meetings of the Board of Appeals will be held at the call of the Chairperson, or in his or her absence the Acting Chairperson. The Chairperson or the Acting Chairperson may administer oaths and compel the attendance of witnesses by subpoena. The Board of Appeals must keep minutes of its proceedings, showing the vote of each member upon each question, or if absent or failing to vote, indicating such a fact. The Board of Appeals must also keep records of its examinations and other official actions, all of which must be immediately filed in the office of the Board of Appeals and will be public record. The decisions of the Board of Appeals must be by resolution, which must contain a statement of the grounds of its decision or action. The full text of the resolution must be sent to the appellant. No appeal requesting the same relief for the same property will be received or heard by the Board of Appeals twice within the same 12-month period. However, that limitation does not affect the right of the Board of Appeals to grant a rehearing as provided in the rules and procedures adopted by the Board of Appeals.
- (Res. passed 6-16-89)

§ 33.03 PIKE CLEAN AND BEAUTIFUL AUTHORITY

- (A) The Pike County Commission resolves to endorse the Keep America Beautiful System and to support the participation of Pike County in the system.
 - (B) In keeping with the design of the Keep America Beautiful System, the Pike County Commission recognizes the Pike Clean and Beautiful Authority. The Authority shall be an official authority of the County and accountable to the Pike County Commission. The members and Chairperson of the Pike Clean and Beautiful Authority shall be elected by the Authority.
- (Res. passed 2-13-91)

§ 33.04 ADVISORY TASK FORCE

The Pike County Board of Commissioners does officially resolve:

- (A) A group of citizens shall be appointed immediately, each appointment subject to individual acceptance;
- (B) Such group shall be titled the Advisory Task Force to the Pike County Commission;
- (C) The general purpose of the Advisory Task Force shall be as stated herein but that more specific goals and procedures will be adopted by the group at their organizational meeting and submitted to the Pike County Board of Commissioners for approval;
- (D) That any member of the Board of Commissioners, now or hereafter, may nominate Pike County citizens for appointment to serve on the Advisory Task Force, subject to confirmation by the Board;
- (E) Members of the Advisory Task Force shall be appointed by majority vote of the Board of Commissioners and shall serve at the pleasure of said Board;
- (F) The total membership of said Advisory Task Force shall not exceed 23 members, all to be appointed by the Pike County Board of Commissioners; and
- (G) The Advisory Task Force shall be asked specifically to:
 - (1) Hold meetings of the group at least monthly on a date agreed upon by a majority vote of that body;
 - (2) Present a summary of their discussions, findings and recommendations monthly at the next regular meeting of the Board of Commissioners;
 - (3) From time to time, as requested in writing to the Chairperson of the Advisory Task Force, to hold public discussion meetings open to all citizens, to refer questions and problems thus identified to the Board of Commissioners either with or without recommendations for action;
 - (4) Receive referrals of proposed actions by the Board of Commissioners from the Board and to return findings and/or recommendations as the Advisory Task Force may decide to submit to the Board of Commissioners;
 - (5) Such other procedures and undertakings as the Board of Commissioners and the Advisory Task Force may jointly agree upon, from time to time; provided same is confirmed in the Minute Book of both bodies.
- (H) The Advisory Task Force, when submitting proposed revisions and/or amendments to the Code of Pike County, Georgia, for further consideration and eventual adoption by the Board of Commissioners shall:
 - (1) Consider proposed revisions and/or amendments at any regular and/or called meeting of the Advisory Task Force, or any subcommittee thereof, and record minutes of said meeting and discussion of proposed revisions and/or minutes;
 - (2) Obtain the approval of the majority of the members of the Advisory Task Force, or any subcommittee thereof, of any proposed final draft of a proposed revision and/or amendment to the Code of Pike County, Georgia;
 - (3) The final draft of a proposed revision and/or amendment will then be forwarded electronically to the members of the Advisory Task Force, or any subcommittee thereof, who voted regarding the proposed revisions and/or amendment; and, the final draft will also be forwarded electronically to the office of Planning and Development, the County Manager and the County Attorney;

- (4) The final draft approved by the Advisory Task Force, or any subcommittee thereof, will then be immediately processed and reviewed by the office of the Planning and Development, which will ensure that the approved final draft will be submitted, along with any necessary recommendations from the Department of Planning and Development, to either the Planning Commission and/or the Board of Commissioners for official review, consideration and/or action. It is understood, however, that a proposed revision and/or amendment may require compliance with other regulations and provisions including but not limited to Zoning Procedures and §156.028;
- (5) It is the intent of these procedures to ensure that proposed revisions and/or amendments submitted by the Advisory Task Force, or any subcommittee thereof, be processed, reviewed and considered by the proper division of the Pike County Government without delay.

(Res. passed 8-8-79)(Amd. Ord. passed 09-10-08)

§ 33.05 WEST CENTRAL GEORIGIA JOINT AUTHORITY

- (A) Pursuant to § 36-62-5.1, the Board of Commissioners resolve to form a joint development authority for Upson County, Pike County, and the City of Thomaston known as the “West Central Georgia Joint Authority.”
- (B) The Authority shall consist of four (4) members, two (2) of which shall be appointed by the Board of Commissioners of Pike County from its then current membership of the Pike Authority, one (1) of which shall be appointed by the City of Thomaston from its members on the Thomaston-Upson Authority, and one (1) of which shall be appointed by Upson County from its members on the Thomaston-Upson Authority. The members appointed to this Joint Authority shall be selected from those persons who are then serving as members of the existing development authorities, and the term of each such member of this Joint Authority shall run concurrently with the term of such member on the presently existing authority. Each member must reside within, and be a citizen of, the political subdivision by which the member is appointed.
- (C) The membership of the Joint Authority shall have the power to adopt by-laws to govern its members and meetings;
- (D) The West Central Georgia Joint Development Authority shall commence at midnight of the day on which the last of the governing bodies of the political subdivisions hereinabove referred to adopts Resolution creating the Authority. This Authority shall not thereafter be amended without the unanimous consent of each of said three local governments, PROVIDED HOWEVER, that either of said local governments may withdraw from membership in this Joint Authority at any time by appropriate resolution of its governing body.
- (E) Nothing herein shall affect the Thomaston-Upson County Industrial Development Authority nor the Pike County Development Authority, each of which presently exist under proper lawful authority, including, without limiting the generality of the foregoing, the existence, purpose, organizational powers or functions of either of them;
- (F) The Board of Commissioners of Upson County and the Board Commissioners of Pike County are hereby authorized and directed to furnish the Secretary of State of the State of Georgia certified copies of their Resolutions in compliance with the provisions of § 36-62-7;
- (G) Any and all resolutions in conflict with this Resolution be, and the same hereby are, repealed.

(Res. Passed 09-11-02)

§ 33.06 PIKE AREA TRANSPORTATION COMMITTEE

(A) Purpose.

The purpose of the Pike Area Transportation Committee shall be to make transportation recommendations to the official County and municipal governing bodies.

(B) Organization.

(1) Chairman. The committee shall select a chairperson from the committee members at the July meeting each year. The chairman of the Pike Area Transportation Committee is responsible for the orderly conduct of the meeting. In order to fulfill this duty, the chairman must enforce the rules of procedure that are adopted by the Pike Area Transportation Committee. The chairman shall be impartial and conduct the meetings in a fair manner; however, nothing in these rules shall be construed to prevent the chairman from making or seconding a motion, or from participating in any debate. The chairman is eligible to serve successive terms as chairman.

(2) Vice-Chairman.

(a) The Committee shall select a vice-chairman from the committee members at the July meeting each year. The vice-chairman shall fulfill the duties of the chairman if the chairman is not in attendance. The vice-chairman is eligible to serve successive terms as vice-chairman.

(b) If the chairman and the vice-chairman are absent and a quorum is present, the remaining committee members shall select a committee member to serve as temporary chairman of the meeting until either the chairman or vice-chairman is present at the meeting.

(3) Membership.

(a) Membership shall be constituted as follows: The Mayor of the Cities of Concord, Meansville, Molena, Williamson and Zebulon or his/her designee; the Chairman of the Pike County Board of Commissioners or his/her designee; two appointments made by the Pike County Board of Commissioners; the County Manager of Pike County; one department head or other appointed official representing the City of Zebulon; one department head or other appointed official representing the Pike County Planning and Development Office; one other department head or other appointed official representing the County of Pike; the Executive Director of the Pike Chamber of Commerce; and an official designated by the Pike School System. Furthermore, the Executive Director of the Three Rivers Regional Commission or other staff designated by the regional development center; and one or more representatives as designated by the Georgia Department of Transportation shall serve as ex-officio members.

(b) All appointed members shall be appointed for an entire term of service, which shall be two years, except when an interim appointment is made to fill a vacancy created by the death, resignation, or discharge of a committee member. The appointing authority shall make appointments effective in July of odd numbered years. The original appointing authority shall make interim appointments. In the event an interim appointment is made, the new member's term shall be for the balance of the unexpired term of the vacating member.

(c) The membership shall elect among itself a committee secretary by majority vote at the July meeting each year. The committee secretary shall act as the custodian of

files, documents and pertinent records held by the Pike Area Transportation Committee. The committee secretary shall also direct the preparation of all required notices, agendas, and meeting minutes associated with the proceedings of the committee, subject to direction by the chairman and committee membership. The committee secretary shall be eligible to serve successive terms.

(C) Meetings.

- (1) Open Meetings. All meetings of the Pike Area Transportation Committee shall be held in accordance with the provisions of Open and Public Meetings Law, 50-14-1 et seq. of the Official Code of Georgia Annotated (O.C.G.A.).
- (2) Public Access to Meetings. The public shall at all times be afforded access to all meetings other than closed meetings.
- (3) Quorum. A quorum must be present for conducting business at the meetings of the committee. A quorum is a majority of all of the members of the committee then in office. It is the duty of the chairman to enforce this rule. Any committee member may raise a point of order directed to the chairman if he believes that a quorum is not present. If a quorum is not present, the meeting may be continued for discussion only but no vote may be taken on any issue.
- (4) Voting Majority.
 - (a) Motions may be made for any item on the agenda, except those items which are raised during the "Report of Committee Members" Section of the agenda.
 - (b) Passage of a motion shall require the affirmative vote of a majority of committee members present and voting at a meeting at which a quorum is present. Unless otherwise specified in these procedures, a majority shall mean more than 1/2 of the committee members present and voting.
- (5) Abstentions. A committee member shall vote on all motions unless he or she has a conflict of interest that would prevent him or her from making a decision in a fair and legal manner. If a conflict of interest does exist, the committee member shall explain for the record his or her decision to abstain on any vote.
- (6) Agenda.
 - (a) The committee secretary, with the advice of the chairman and the committee members, shall prepare an agenda of subjects to be acted on for each meeting. The agenda shall be made available to the committee members at least one business day before every committee meeting.
 - (b) Any request to be placed on the agenda for any regular meeting, including supporting documentation, must be received by the committee secretary at least one week prior to the regular meeting.
 - (c) The order of the agenda may be changed during a meeting by a majority vote of the committee. A new subject that requires urgent attention may be added to the agenda during a meeting by a majority vote of the committee.
- (7) Reserved.
- (8) Adoption of Minutes.
 - (a) The secretary to the committee shall promptly record the minutes for each committee meeting. The minutes serve as the official written record of the committee meeting and shall be open for public inspection once approved as official by the committee but in no case later than immediately following the next regular meeting of the committee. The minutes shall specify the names of

committee members present at the meeting, a description of each motion, the committee member who proposed each motion, the committee member who seconded each motion, and a record of all votes. In the case of a roll-call vote, the name of each committee member voting for or against a proposal shall be recorded. It shall be presumed that a committee member has voted in the affirmative unless the minutes show otherwise. More detailed information may be included in the minutes at the request of the committee.

- (b) The committee must approve the minutes before they can be considered as an official record of the committee. A copy of the minutes from the previous meeting shall be distributed to the committee members at least one business day before the following meeting. The minutes of the previous meeting shall be corrected and approved by the committee at the beginning of each meeting. A majority vote is required for approval. Conflicts about the content of the minutes shall be decided by majority vote. Upon being approved, the minutes shall be signed by the chairman and attested to by the secretary of the Pike Area Transportation Committee.
- (9) Order of Business. All regular committee meetings should follow an established order of business. The order is as follows:
- (a) Opening (Call to Order)
 - (b) Approval of Minutes
 - (c) Public Comments
 - (d) Report of Chairman
 - (e) Report of Committee Members
 - (f) Old Business (& New Business)
 - (g) Closed Session (If Required)
 - (h) Adjournment
- (10) Decorum.
- (a) All committee members should conduct themselves in a professional and courteous manner. All remarks should be directed to the chairman rather than to individual committee members, staff or citizens in attendance. Personal remarks are inappropriate.
 - (b) A committee member should not speak at a meeting until the chairman has recognized him. All comments made by a committee member shall address the motion or item that is being discussed.
 - (c) The chairman shall enforce these rules of decorum. If a committee member believes that a rule has been broken, he can raise a point of order. A second is not required. The chairman can rule on the question or he can allow the committee to debate the issue and decide the issue by majority vote.
- (11) Public Participation. Public participation in meetings of the Pike Area Transportation Committee shall be permitted in accordance with the provisions of this section.
- (a) Reserved.
 - (b) Public Comments. Citizens who wish to address the committee will be allotted five minutes, should make comments as brief as possible, and confine their comments to matters pertinent to the jurisdiction of the committee. No speaker will be permitted to speak more than once unless the committee votes to suspend the rules.

- (c) Public Participation on Agenda Items. By a majority vote, the committee may allow public comment on an agenda item at the time the item is being considered by the committee. These comments must be limited to the subject that is being debated. Members of the public may speak for five minutes and may only speak once. These limits can be waived by a majority vote of the committee. Anyone wishing to speak at any committee meeting must be recognized by the chairman before addressing the committee.
 - (d) Decorum. Members of the public shall not make inappropriate or offensive comments at a committee meeting and are expected to comply with the rules of decorum that are established for committee members. Individuals who violate any rules of the committee may be ruled out of order by the chairman or on a point of order made by a committee member. A majority vote of the committee will rule on the point of order. An individual who violates the rules of decorum may be removed from the meeting at the direction of the chairman.
 - (e) Public Hearings. The committee may schedule public hearings for the purpose of soliciting public comment on any subject of interest to the committee. The time and place for any and all public hearings will be determined by the committee in accordance with the Open and Public Meetings Law, codified at O.C.G.A. 50-14-1 et seq.
- (12) Parliamentarian. The committee secretary shall serve as the parliamentarian for the meetings.
 - (13) Amendments to Rules. Any amendments to the rules of order must be submitted by a committee member in writing to the committee secretary at least one week prior to the meeting of the committee. The proposed amendment shall be included in the agenda for that meeting and distributed to all committee members. All amendments require a majority vote of the committee to be adopted.
 - (14) Regular Meetings. Regular meetings of the Pike Area Transportation Committee shall be held bi-monthly at 8:30 AM on the third Wednesday of the month. A notice containing the foregoing information shall be posted and maintained in a conspicuous place available to the general public at the regular meeting place of the committee.
 - (15) Special Meetings and Rescheduled Regular Meetings. A regular meeting may be canceled, rescheduled or moved to a new location within the County by the Chairman for any reason. Other special meetings may be scheduled by the Chairman when deemed necessary. Whenever a rescheduled regular meeting, or any other special meeting, is to be held at a time or place other than the regularly scheduled time or place, written notice of the change shall be posted for at least 24 hours at the place of the regular meetings. In addition, the committee secretary shall give written or oral notice at least 24 hours in advance of the meeting to each member of the committee.
 - (16) Emergency Meetings. When emergency circumstances occur, the committee may hold a meeting with at least 24 hours' notice to the public. When such meetings are to be held, the secretary shall provide notice to each member of the committee as soon as possible. The notice shall include the subjects expected to be considered at the meeting. In addition, the minutes shall reflect the reason for the emergency meeting and the nature of the notice given to the media.
 - (17) Closed Sessions.

- (a) Closed meetings of the committee may be held for the purpose of conducting business excepted from public access requirements as authorized by 50-14-1 et seq. of the Official Code of Georgia Annotated. Where a meeting of the committee is devoted in part to matters within the authorized exceptions to public access requirements, any portion of the meeting not subject to any such exceptions shall be open to the public. No closed meeting shall be held except pursuant to a majority affirmative vote of the Pike Area Transportation Committee taken in a public meeting.
- (b) The minutes of the open meeting shall reflect the names of the committee members present, those voting for the closed meeting and the specific reasons for the closed meeting. Minutes of the closed meetings are maintained by the secretary in a confidential file and are only available for public inspection as may be required by 50-14-1 et seq. and their rules.
- (18) Suspending the Rules of Order. Rules of order may be suspended. A motion to suspend the rules requires a second, is debatable and requires a majority vote of the committee. Rules governing quorum (Section 4), voting methods and requirements (Section 5 and Section 6), the notification to committee members of meetings (Section 18 and Section 1-20) and rules necessary for compliance with state law cannot be suspended.
- (19) Committees. The chairman, with the concurrence of the committee, may create sub-committees of members of the committee to study any issue before the committee. Any such committees may make recommendations to the Pike Area Transportation Committee but no committee shall be empowered to make any final decision on any matter before it for consideration. In addition to committee members, sub-committees may include other county officials, staff or citizens at large. Whenever a committee is created, its duties, any limitation on the scope of its duties, and the times, places and periods of time for which the committee may operate shall be determined by the chairman with the concurrence of the committee. The chairman shall serve as an ex-officio member of all committees.
- (20) Visual and Sound Recordings. Visual, sound and visual and sound recordings shall be permitted for all public meetings.
- (21) Reference to Robert's Rules of Order. To the extent not provided for in, and not conflicting with the spirit of, these rules, the chairman shall refer to Robert's Rules of Order to resolve procedural questions.

(Ord. Passed 11/24/09)

§ 33.07 PIKE COUNTY ANIMAL SHELTER ADVISORY BOARD

- (A) Establishment and Name. An advisory board is hereby established in connection with the operation of an animal shelter that will be constructed and operated by Pike County, with the assistance of the donated funds; and, the name of the advisory board shall be the "Pike County Animal Shelter Advisory Board".
- (B) Membership. The Pike County Animal Shelter Advisory Board shall have a total of seven (7) members that will be appointed by the Pike County Board of Commissioners. These seven (7) members will include citizens of Pike County and may include representative(s) from Veterinary profession, representative(s) from animal welfare organizations, and other citizens interested in animal welfare.

- (1) In addition to the seven (7) members appointed by the Pike County Board of Commissioners, each of the five (5) municipalities in Pike County may designate a representative to serve the Pike County Animal Shelter Advisory Board in an ex officio capacity (without any voting powers).
- (C) Advisory Capacity. The Pike County Animal Shelter Advisory Board shall be an advisory board intended to provide recommendations related to the operation(s) of the Pike County Animal Shelter. The construction and operation of the Pike County Animal Shelter shall be governed solely by the Pike County Board of Commissioners, with day to day operations of the shelter to be overseen/managed by the County Manager. Since Pike County currently has a department head/director related to animal control, the Pike County Animal Control Director may be assigned the duties of operating the animal shelter in connection with the duties related to animal control. In such case, the Animal Control Director shall be subject to the oversight and management of the County Manager and the governance by the Board of Commissioners.
- (D) Advisory Board Subject to Existing Policies and Procedures. The Pike County Animal Shelter Advisory Board shall be subject to the provision of the Pike County Code entitled “General Board Appointments Policies and Procedures”.
(Ordinance passed 01/08/20)

§ 33.08 GENERAL BOARD APPOINTMENT POLICIES AND PROCEDURES

- (A) Purpose. Pike County desires to encourage and facilitate public participation in local governance, including the various boards, authorities and commissions appointed by the Board of Commissioners. The policies and procedures set forth in this section are intended to ensure fairness, safety and uniformity in the appointments made by the Board of Commissioners.
- (B) Terms, Notice of Vacancy or End of Term. All terms for boards and authorities shall have a start date of January 1st and an end date of December 31st, unless otherwise provided by state or local law or by-laws. All boards, authorities and commissions shall provide the County Manager and the Board of Commissioners notice of any vacancy or ending of a term that will require the Board of Commissioners to make an appointment. In the event of a vacancy, such notice will be given immediately upon vacancy. In the event of the ending of a term, the notice will be required at least sixty (60) days prior to the term expiration. Regarding an appointment for a term that will be expiring or has expired, the sitting member may continue to serve until the new appointment is made by the Board of Commissioners. The Board of Commissioners shall make every effort to fill vacancies or open positions as expeditiously as possible, but shall duly consider the requirements and qualifications related to the appointment.
- (C) Posting and Advertising. The office of the County Manager will confirm pending board appointments and clarify the term for which the appointment is to be made, including whether the appointment is for an unexpired term or full term. The opening and pending appointment shall be publicly announced at Board of Commissioners meetings as well as at meetings of the related board, authority and/or commission to which the appointment will be made. Notice of the opening and pending appointment shall also be posted in the public commons areas of the Courthouse, the Courthouse Annex and at the meeting facility of the board, authority or commission to which the appointment will be made. The opening and

- pending appointment shall be advertised for at least four (4) weeks in the legal organ, the County website, and any other venue deemed appropriate, prior to the consideration of the appointment by the Board of Commissioners. The 4 week advertising period may be extended by the Board of Commissioners when deemed necessary or appropriate.
- (D) Applications, Minimum Qualifications, and Application Review. All persons interested in an appointment, including incumbents seeking reappointment, shall complete the requisite application that may be received from the office of the County Manager. Each applicant shall be a Pike County Resident and registered voter. Each applicant shall undergo a criminal background/history, which may require a written authorization from the applicant. No applicant may serve on more than two boards, commissions or authorities at the same time, unless otherwise authorized by county ordinance or upon the approval by majority vote of the Board of Commissioners. The County Manager shall review each application and criminal background/history and make a recommendation related to the proposed appointment to the Board of Commissioners. Prior to making the recommendation to the Board of Commissioners, the County Manager, along with a representative from the related board, authority or commission, may interview the applicant(s).
 - (E) Attend Appointment Meeting. Applicants for appointments to boards, authorities or commissions shall be required to attend the meeting of the Board of Commissioners at which their application for appointment will be considered; except, however, incumbents seeking reappointment are invited but shall not be required to attend such meeting.
 - (F) Responsibilities Upon Appointment. All appointees shall adhere to the provisions of the Pike County Code of Ordinances and the laws of the State of Georgia, including provisions related to public officials as well as ethics. Appointees shall diligently attend the meetings of the board, authority or commission to which they are appointed; and satisfactorily complete any training required for the appointment. All appointees shall represent Pike County with dignity, demonstrate ethical and professional behavior, show respect for others, devote sufficient time and preparation for meetings, maintain appropriate confidentiality of any privileged information, and abide by the Open Meetings and Open Records laws of Georgia.
 - (G) Removal. All appointments made by the Board of Commissioners to the various boards, authorities and commissions serve at the pleasure of the Pike County Board of Commissioners. Any person appointed by the Board of Commissioners may be removed with or without cause upon the majority vote of the Board of Commissions.
 - (H) Retention of Applications. All applications received will be retained by the office of the County Manager for a period not to exceed one year. Said applicants shall remain eligible during the one year retention for consideration for the position for which they applied.
 - (I) Orientation. All new appointees shall be oriented regarding their appointment by the Chairperson, Director or other designated representative of the board, authority or commission related to their appointment.
 - (J) Other requirements. In addition to the policies and procedures set forth in this section, applicants are hereby notified that individual boards, authorities, and/or commissions may have additional requirements related to the appointment; and, that general and/or local law or other state regulations may apply to their appointment.
- (Ord. Passed 06-28-11)(Amd. Ord. 10-08-14)(Amd. Ord 11-26-19)(Amd. Ord. 01-08-20)

