

## Gender Balanced Boards: Sample Forms from ISAC

ISAC is providing a sample application and a notice of vacancies form that are designed to assist counties in complying with the directives of HF 243, enacted by the legislature in 2009. The law requires all appointive boards, commissions, committees, and councils of a political subdivision to be gender balanced by January 1, 2012, by using a fair and unbiased method of selecting the best qualified applicants. A political subdivision may appoint any qualified applicant, regardless of gender, after making a three month good faith effort to appoint a gender balanced board.

Political subdivisions are not required by the law to use a formal application process, nor is it necessary to use this sample application or notice of vacancies if you have an alternative preferred method. We recommend that you consult with your county attorney before utilizing these, or any alternatives. If you choose to use this sample application and notice of vacancies form, please be sure to update the county-specific information.

### NOTICE OF VACANCIES

The \_\_\_\_\_ County Board of Supervisors is taking applications for various county board and commission appointments for the following year. \_\_\_\_\_ County appreciates diversity in these appointments and welcomes all applicants at least 18 years of age. Terms and dates of appointments vary. These are unpaid positions. A brief description follows:

**Board of Adjustment:** Five member board to review county zoning ordinance and hear requests for variances or special exceptions to the ordinance.

**Planning & Zoning Commission:** Five member commission to review and enforce county zoning ordinance and make recommendations on any proposed changes to same.

**Compensation Board for the Condemnation of Private Property:** 28 member commission representing realtors, farmers, bankers, auctioneers and city property owners to be available to the chief judge of the judicial district to assess damages to property taken by eminent domain.

**Board of Health:** Five member board to provide guidance and oversee operations of county Public Health department.

**Veteran Affairs Commission:** Five member commission to provide guidance and oversee operations of Veteran Affairs department.

**Conservation Board:** Five member board to provide guidance and oversee operations of county Conservation department.

**Civil Service Commission:** Three member commission to oversee examinations, promotions, and discipline issues relating to Deputy Sheriffs.

This list is not all inclusive. The Board of Supervisors is always looking for people interested in serving their community. Applications are required and can be obtained at the office of the \_\_\_\_\_ County Auditor. Additional information may be obtained by calling \_\_\_\_\_.

APPLICATION FORM FOR \_\_\_\_\_ COUNTY BOARD/COMMISSION

Please Return To:

\_\_\_\_\_ County Board of Supervisors, Address  
Phone: (000) 000-0000 Fax: (000) 000-0000 Website: \_\_\_\_\_

Application For: \_\_\_\_\_ (Board/Commission)

Date \_\_\_\_\_ E-mail Address \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Business Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

This form assists the Board of Supervisors in evaluating the qualifications of applicants for appointment to a board or commission. State law requires political subdivisions to make a good faith effort to balance most appointive boards, commissions, committees, and councils according to gender by January 1, 2012, and each year thereafter.

Female  Male

Place of employment and position (and/or activities such as hobbies, volunteer work, etc. that you feel may qualify you for this position):

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The following questions will assist the Board of Supervisors in its selection.

■ How much time will you be willing to devote in this position?

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■ Interest in Appointment: Describe in detail why you are interested in serving on a county board or commission. Include information about your background that supports your interest.

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■ Contributions you feel you can make to the Board/Commission:

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■ **Direction/role you perceive of this Board/Commission:**

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■ **In lieu of/in addition to the above, do you have any comments to add that may assist the Board of Supervisors in its selection?**

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■ **Please provide two references who may be contacted on your qualifications for this position.**

| Name  | Address | Phone number | Email address | Relationship |
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I certify that there is nothing that would prohibit me from serving on this board or commission.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

***YOUR APPLICATION WILL BE RETAINED IN OUR FILES FOR ONE YEAR  
THIS APPLICATION IS A PUBLIC DOCUMENT AND AS SUCH CAN BE REPRODUCED AND  
DISTRIBUTED FOR THE PUBLIC.***