In the Matter of ADOPTING VOLUNTEER)
BOARD MEMBER APPLICATION,)
REAPPOINTMENT, OR RENEWAL POLICY)

R.S. No. 2026-65
September 15, 2026

RESOLUTION

WHEREAS, pursuant to Idaho Code §31-714, the Board of Bannock County Commissioners has the authority to enact certain policies; and

WHEREAS, Bannock County has created a policy to set in place guidelines for volunteer board/committee/commission applications, reappointments, and/or renewals; and

WHEREAS, on September 10, 2026, the Board took such Bannock County Volunteer Board Member Application, And/or Reappointment or Renewal Policy into consideration and voted to adopt the policy.

NOW THEREFORE, BE IT RESOLVED that the Bannock County Volunteer Board Member Application, And/or Reappointment or Renewal Policy is hereby adopted and shall be effective immediately.

BOARD OF BANNOCK COUNTY COMMISSIONERS

Jeff Hough, Chair

Ernie Moser, Member

Ken Bullock, Member

ATTEST: _____
Jason C. Dixon, Clerk

Bannock County Volunteer Board Member Application, And/or Reappointment or Renewal Policy

Policy owner	Board of Bannock County Commissioners
Applies to	County-appointed volunteer committees, commissions, councils, and boards
Adopted	9/15/2026 _____
Effective	9/15/2026 _____
Resolution no.	2026-65_____

1. Purpose

This policy establishes a consistent process for appointing or reappointing volunteer board members, while preserving the Appointing Authority's discretion.

2. Scope and controlling authority

This policy applies to applicants and volunteer members of county advisory boards appointed by the Bannock County Board of Commissioners, unless applicable law or another governing instrument requires a different process. Appointing Authority prevails in a conflict.

Appointing Authority heretofore refers to the Bannock County Board of Commissioners, unless applicable law or another governing instrument supersedes authority.

This policy does not guarantee reappointment or continued service, nor does it alter existing qualification requirements, term limits, residency rules, removal authority, or holdover provisions.

3. Policy Overview

Application Requirements

- **New Applicants:** Must submit standard Application for Bannock County Committees, Commissions, Councils and Boards for the target committee, commission, council or board
- **Incumbents:** Must complete an approved renewal path listed below before their term expires.

The Appointing Authority may appoint, re-appoint, interview, select a different applicant, reopen recruitment, or leave the position vacant if deemed necessary.

4. Application and renewal paths

General application

General applicants applying for an open position must submit the current Application for Bannock County Committees, Commissions, Councils and Boards by the published deadline (when applicable). Applicants may be screened and interviewed based on the position's qualifications and the County's selection process. Submission of an application does not guarantee an interview or appointment.

Reappointment Requests and Applications

Path A — Letter of intent and streamlined consideration

Within the timelines listed below, current member may submit a signed letter of intent to commission@bannockcounty.gov that:

identifies the board they are on and their expiring term;
states the member's wish and ability to continue serving;
summarizes contributions and priorities;
discloses conflicts and eligibility changes; and
confirms or updates information previously given to the County.

The letter is only a request for consideration. Commission staff may review attendance, participation, conduct, training, qualifications, conflicts, and board needs. The Appointing Authority may act without a new interview or require Path B.

Path B — Application and competitive reconsideration

An existing member may submit the current County application and complete the same screening and interview process used for general applicants. Path B is required when:

the member chooses it;
law or another governing instrument requires it;
the member did not submit a complete, timely letter of intent under path A;
eligibility, attendance, performance, or conflicts require more review; or
the Appointing Authority or its county designee determines it serves the public interest.

Incumbents and new applicants will be judged under the same published qualifications. Prior service and performance may be considered.

5. Notice and timelines

Unless a different deadline is required by Appointing Authority, the following schedule applies to existing board members:

Timing	Action
At least 60 days before term end	County assigned staff member informs board member of the expiration date, renewal options, deadline, and current application.
At least 45 days before term end	The current member submits a complete letter of intent or application to commission@bannockcounty.gov. The County may accept late materials when legally permitted.
Before the new term begins	Commission staff reviews applications, assists in scheduling interviews, and prepares the new oath for swearing in. The Appointing Authority acts on a properly noticed agenda as required by law.

Applicants using Path B must follow the deadlines listed in the recruitment notice. New applicants may be evaluated alongside current members' letters of intent or renewal applications.

6. Review and decision

Commission office staff will verify completeness and eligibility, then forward qualified applications and renewal submissions along with relevant service information to the Appointing Authority. Relevant service information may include:

required qualifications;

attendance, preparation, participation, conduct, and policy compliance;
skills, experience, perspective, and board needs;
conflicts and ability to serve the public interest; and
continuity and opportunities for broader community participation;
the Appointing Authority may choose to conduct background screening(s) as they deem necessary before or after the appointment.

The Appointing Authority's final decision must be recorded in an open meeting. A decision not to appoint or reappoint is not disciplinary and requires no finding of cause unless controlling law says otherwise.

7. Reappointment and oath

Service begins only after formal appointment or reappointment and completion of all prerequisites. A reappointed member must take a new oath before serving when required by law or the body's Appointing Authority. The oath must follow applicable form, administration, timing, and filing rules.

8. Failure to act; vacancy; holdover

A member who completes neither path on time will be treated as not seeking another term unless the County grants an extension or controlling law permits holdover service. No member may continue after term expiration without approval of the Appointing Authority.

9. Records, confidentiality, and equal opportunity

The County will retain and disclose renewal records as required by Idaho law and County policy. Submitted materials may be public records, excluding personally identifiable information as determined by County Council. The County will apply this policy consistently and provide accommodations consistent with applicable laws.

10. Administration and exceptions

The Commissioners' Office staff manages notices, forms, deadlines, and agendas. Before adopting or waiving any procedure, the Appointing Authority should consult the Prosecuting Attorney regarding requirements specific to the appointing body. Any legally permitted waiver should be documented.

11. Drafting sources

County form. Bannock County's existing volunteer-board application states that appointments should serve the County's public interest and represent a broad cross-section of the community; it also warns that application materials may become public records. Current form: https://www.bannockcounty.us/wp-content/uploads/2022/01/Application-for-Volunteer-Committee-or-Board-fillable.pdf

Oath statutes. Idaho Code title 59, chapter 4, contains the general oath provisions for officers, including §§ 59-401 through 59-405. Official Idaho statutory text should be checked immediately before adoption: https://legislature.idaho.gov/statutesrules/idstat/Title59/T59CH4/

Appendix A — Letter of Intent Template

Use this template for Path A. Attach additional pages if needed.

Date: _____

To: Bannock County Board of Commissioners

_____

From: _____

Board / committee / commission: _____

Current term expiration date: _____

Request

I request consideration for reappointment to another term on the body identified above. I understand that this letter does not guarantee reappointment and that the Board of County Commissioners may require full application and interview.

Service and future priorities

Key contributions during my current term: _____

Priorities or goals for a renewed term: _____

Confirmations

- ☐ I remain willing and able to fulfill meeting, preparation, training, ethics, disclosure, and other position requirements.
- ☐ I remain eligible under the requirements applicable to this position.
- ☐ My prior application information remains accurate except for the updates listed below.
- ☐ I have disclosed below any actual, potential, or perceived conflict of interest.

Updates or disclosures (write "none" if none): _____

Member signature: _____

Printed name: _____

Appendix B — Administrative Checklist

- ☐ Confirm governing authority, term, qualifications, term limits, vacancy rules, and oath requirements.
- ☐ Send written notice and the current application at least 60 days before term end.
- ☐ Date-stamp and review the letter or application.
- ☐ Check eligibility, attendance, training, disclosures, and conflicts.
- ☐ Select Path A review or Path B interview.
- ☐ Place the decision on a properly noticed agenda and record the action.
- ☐ Issue written notice of appointment and term dates.
- ☐ Administer and file a new oath when required.
- ☐ Update rosters, training, and retention files.

Adoption

Adopted by the Board of Bannock County Commissioners in an open meeting on September 15, 2026, effective September 15, 2026.

BANNOCK COUNTY BOARD OF COMMISSIONERS
Chair signature: _____

Printed name: Jeff Hough

Commissioner signature: _____

Printed name: Ernie Moser

Commissioner signature: _____

Printed name: Ken Bullock

ATTEST:

Clerk: _____

Date: 9/15/26