



Walton County Advisory Boards and Committees

Appointment Policy & Procedures

Effective Date: April 28, 2026

BCC Adopted: April 28, 2026

Section 1.0 - Purpose

The purpose of this policy is to establish consistent procedures for the advertisement, application review, appointment, and administration of members of citizen advisory boards and committees appointed by the Walton County Board of County Commissioners (the “BCC”).

Section 2.0 - Scope

This policy applies to all citizen advisory boards, committees, and decision-making bodies whose members are appointed by the BCC unless otherwise governed by the Land Development Code, county ordinance, state statute, or specific bylaws of boards or committees.

Section 3.0 - Policy

The BCC shall appoint qualified individuals to advisory boards and committees in accordance with established timelines and procedures. No member may serve on the same Walton County advisory board or committee for more than twelve (12) years. Staff liaisons and County Administration are responsible for coordinating the advertisement of vacancies, application review, appointment processes, and required administrative updates. Administration is responsible for tracking member terms of board or committee members to ensure no member serves for more than twelve (12) years on the same board or committee.

Section 4.0 - Procedures

4.1 Annual Appointment Process

1. Positions with expiring terms shall be advertised beginning October 1st for a period of thirty (30) days.

2. The staff liaison or department head responsible for the board or committee shall review all applications to determine whether applicants meet the required qualifications for the position.
3. All applications received shall be provided to the BCC for review by November 10th.
4. At the first regular BCC meeting in December, County Administration shall present the list of applicants and expiring positions to the BCC for appointment consideration.
5. There shall be an opportunity for BCC discussion after a motion and second are made for each appointment/nomination.

4.2 Commissioner-Specific Nominations

1. For boards or committees with Commissioner-specific nominations, a Commissioner may nominate any qualified individual, regardless of whether there is an application on file and when the position has not been advertised.
2. Upon appointment by a majority vote of the BCC, the newly appointed member must submit a completed application within three (3) business days of appointment if there is not application on file.
3. At the request of the nominating Commissioner, vacant Commissioner-specific seats may be advertised in the same manner outlined in this policy.

4.3 Notification of Appointment

1. Within five (5) business days of BCC appointment, the staff liaison for each board or committee shall notify newly appointed or reappointed members via email.
2. Notification shall include confirmation of the member's term, a copy of the BCC's Code of Ethics form, and an upcoming schedule for the board or committee meetings for which the member has been selected to serve.

4.4 Administrative Updates

1. No later than January 10th for new terms, or within three (3) business days of appointment for vacancies and resignations, County Administration shall update the required ethics filing portal with:
 - New member information
 - Term expiration dates for outgoing members
2. No later than January 10th for new terms, or within three (3) business days for vacancies and resignations, County Administration shall update the County website to reflect board or committee membership changes.

4.5 Terms and Conditions of Service

1. All board or committee member terms expire December 31st at the end of the designated term year.
2. Newly appointed members' terms begin January 1st, unless filling a vacancy.
3. Members whose terms expire may continue to serve until a successor is appointed by the BCC, unless otherwise specified in the board's or committee's governing documents.
4. Individuals appointed to fill vacancies occurring prior to the expiration of a term shall serve only the remainder of the unexpired term.
5. All members must sign the BCC's Code of Ethics prior to serving at any meeting. Should any member fail to sign the BCC's Code of Ethics, the staff liaison for that board or committee shall place a request on the next available BCC agenda for BCC direction.

4.6 Vacancies and Resignations

1. The BCC must formally accept a member's resignation prior to advertising the vacancy.
2. Vacant positions shall be advertised for two (2) weeks.
3. If no applications are received during the initial advertising period:
 - o The application period shall be extended for an additional two (2) weeks.
 - o The position shall be re-advertised through all customary County advertising outlets.
4. At the close of the advertisement period, the staff liaison shall provide all applications received to the BCC.
5. The staff liaison shall place a request on the next available BCC agenda for consideration of an appointment to fill the remainder of the term.

Section 5.0 - Governing Authorities

Certain boards and committees operate under additional governing authorities:

- Walton County Technical Review Committee, Walton County Board of Adjustment, Walton County Planning Commission, Walton County Design Review Board, Walton County Coastal Dune Lakes Advisory Board, and Walton County Affordable Housing Advisory Committee are established and governed by Chapter 1.100 Decision Making Boards of the Walton County Land Development Code.
- The Walton County Library Advisory Board is governed by its adopted bylaws.
- The Walton County Contractors Competency Board is governed by Chapter 6, Article III, Division 3 of the Walton County Code of Ordinances and applicable provisions of the Florida Statutes.