

Appointments- Dukes County Commission

OVERVIEW:

The Dukes County Commission (“DCC” or “the Commission”) is charged with appointing members to a wide variety of boards and similar bodies (see Appendix for complete list). Consistent with the requirements of state law, the Commission through these appointments seeks qualified volunteers from across the County to help oversee the delivery of important services to County residents and visitors. The Commission’s process for selecting appointees is set out here.

NOMINATING COMMITTEE:

The DCC or its Chair shall appoint a Nominating Committee consisting of not more than 3 Dukes County Commissioners to solicit and review applications and ultimately provide recommendations to the DCC for appointments. If the Nominating Committee consists of only two commissioners, any recommendations must be made by unanimous agreement of the two. Such recommendations shall be made not less than 30 days prior to an incumbent term’s expiration and consist of not more than 3 candidates for any open seat. The Nominating Committee will follow the procedures for vetting and recommending candidates consistent with this policy. Nominating Comm will determine the desirable skills required for any given open position, inviting the relevant bodies to provide input, and at its option, invite a member of such board to attend their meeting.

REQUIREMENTS:

The County Manager will maintain a website page listing the appointments that the DCC makes from time to time. The webpage will contain job descriptions and desired skills and have links where available to the websites maintained by the various bodies.

The Commission shall advertise all openings in the local press.

The DCC requests the input of retiring incumbents and the bodies on which they have served with regard to suitable candidates.

Those seeking appointment shall express their interest to a Dukes County Commissioner or the Dukes County Manager. All expressions of interest must be in writing and include as much specificity as possible about why the applicant would be a good fit for the organization, including past contributions of any incumbent applicants. All seeking appointment will be required to fill out the application form found on the County website and provide recent references. All applications and related information will be referred to the Nominating Committee for review.

The Commission may, at its discretion, require an interview of candidates recommended by the Nominating Committee prior to making an appointment.

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PROCESS:

As appropriate, the Commission and/or the Nominating Committee will proceed as follows:

- Approximately 120 days before the expiration of a member's term, written notice is sent to those bodies and/or individuals affected. The notice will:
 - Solicit the interest of incumbents;
 - Request contact and qualification information of any potential interested appointees;
 - Contain a deadline for interest/applications 90 days before expiration.
- Approximately 90 days before the expiration of a member's term :
 - Advertise openings with details posted on the website (to reduce advertising costs).
- Applications are due 60 days before the expiration of a member's term.
- The Nominating Committee:
 - Reviews all applications.
 - Interviews are conducted, if deemed necessary.
 - Checks references of finalist(s)
 - Recommends not more than 3 applicants for any one position to the DCC for appointment
 - In the case of a body with multiple open seats, 15% more candidates may be recommended than the number of seats (e.g. if the Health Council has 8 open seats, no more than 10 candidates may be recommended)
- Appointments are made at a public DCC meeting prior to expiration.
 - Finalist interviews, if necessary, shall be conducted in open session.

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Appendix

As of September 2025 the DCC makes the following appointments:

Boards:

- **MV Airport Commission** (7 members – staggered – 3-year terms)
- **DC Personnel Board** (5 members – staggered – 3-year terms)- 1 member elected by employees (refer to the resolution on creation of the Personnel Board for how it should be comprised)
- **DC Regional Housing Authority** (1 per town = 6 + 1 at large, staggered – 3-year terms) – historically recommendation have been made by respective town affordable housing committee
- **DC Health Council** (32 members – staggered – 2-year terms) – recommendations have historically been made by Health Council (they have their own nominating committee)

Board members:

- **SSA Board** (1 – 3-year term)
- **MV Commission** (1 – 1-year term – December appointment; historically a county commissioner & not advertised)
- **DC Retirement Board** (1 – 2-year term- December appointment)
- **TIP Committee** (1 – currently Tristan Israel - no exp. date)
- **Cape Cod Municipal Health Group** (2 members, 2 alternates – 3-year terms)
- **Cape Light Compact (CLC)** (1 – 2-year term)
- **Cape & Vineyard Electric Coop** (1 – 2-year term)
- **OPEB Trust** (1 – 3-year term)
- **Vineyard Power Advisory Committee** (1 – currently Tristan - no exp. date)

County offices:

- County Manager (under contract)
- County Treasurer (under contract)
- Clerk to County Commissioners (usually the County Clerk is appointed –not advertised)
- County Counsel (not advertised)
- County Emergency Management Director (currently County Manager)

The Chair of the Dukes County Commission appoints:

- DCC Sub-Committees
- Associate Commissioner for Disabled
(additional Associate Commissioner positions may be appointed)

For further information: <https://www.dukescounty.org/county-manager/pages/volunteer-opportunities>

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REVISIONS

Date	Changes	Comment
10/1/25	Original Policy	