

**New Jersey Department of Agriculture  
State Soil Conservation Committee**

<b><u>Authority:</u></b> N.J.S.A. 4:24 - 18 and 19	<b><u>Effective Date:</u></b> June 12, 2017
<b><u>SSCC Adoption:</u></b> June 12, 2017	<b><u>Policy Number:</u></b> 2017-1.10
<b><u>Supercedes:</u></b> Policy Adopted 05/14/90	<b><u>Authorized By:</u></b> Douglas H. Fisher Secretary of Agriculture
<b><u>Subject:</u></b> Committee Appointment of Soil Conservation District Supervisors	

**Purpose and Background**

The State Soil Conservation Committee, in pursuit of its statutory responsibility to appoint District Supervisors and establish their terms of office recognizes the following. Soil Conservation Districts in New Jersey have been charged with broad public responsibilities. Powers and duties include the development and implementation of soil, water and related natural resource conservation programs which are applicable to all lands within the State. The enactment of Chapter 251, P.L. 1975, assigned additional responsibility for regulatory control of erosion and sedimentation from land disturbance activities related to construction and urban development.

The following policy is adopted by the State Soil Conservation Committee to assist it in making appointments and establishing terms of office of new District Supervisors as required by the New Jersey Soil Conservation Act (N.J.S.A. 4:24 et seq.)

**Nominating Committee Requirements (New Supervisors)**

1. A Nominating Committee shall be established in each District by the District Chairman when the District has or is anticipating a vacancy. Membership of the nominating committee shall be approved by the Board of Supervisors at an official meeting of the Board.
  
2. The Nominating Committee shall consist of at least five (5) persons representing varied conservation and natural resource interests as may exist within the District. Such interest groups may include county boards of agriculture, county and municipal governing bodies, environmental commissions, recreation and sportsmen's groups, special resource interest groups, community service clubs, educators and other such groups. Representatives of a single resource interest shall not make up a majority of the Nominating Committee. District supervisors; District staff, agents or consultants and cooperating agency personnel shall not serve as members of the Nominating Committee.

3. The District Chairman shall designate a member of the Nominating Committee to serve as Chairman. The District may provide staff assistance and advise committee members of the duties and responsibilities of a supervisor. The District and its agents shall not influence the deliberation of the Nominating Committee and shall take special cautions to avoid the appearance of same.

### **Nominating Committee Process**

1. Nominating committees shall meet publicly to consider candidates for vacant supervisor positions. Multiple candidates must be listed in order of preference. All nominations must include a resume of qualifications, background and other information which will aid the State Committee in making appointments. All nominations shall be submitted on forms approved by the State Committee.
2. All nominees shall be advised of the need to participate periodically in training and orientation programs conducted by the State Committee and to attend state and regional level annual conferences. A statement shall be included on the nomination form indicating their ability and interest to participate in such events to the extent possible. Such statement shall be signed by all nominees submitted to the State Committee for consideration.
3. The Nominating Committee Chairman shall submit a report to the State Committee as necessary to fill vacancies. The report shall include the names of the committee members and the interest group they represent, the time and place of the meeting, evidence of compliance with the Open Public Meetings Act, the complete proceedings of the meeting, and the results of their deliberation including a record of their vote.

### **State Committee Action**

1. The State Soil Conservation Committee shall consider the recommendations of the District Nominating Committee when exercising its appointment authority. The Committee may utilize other information available to it when making appointments and shall have final authority in accordance with the provisions of the Soil Conservation Act. The Committee shall consult with the District and the Nominating Committee in such instance where consideration is given to appointment of persons other than those submitted by the Nominating Committee.
2. Nominees for District Supervisor positions shall be selected without regard to race, color, national origin, religion, sex, age or handicap.

## **Supervisor Reappointment Process**

1. Any Supervisor(s) seeking reappointment should express their desire to continue as a Supervisor at a regularly scheduled District meeting upon notice of term expiration.
2. Upon the concurrence of the other District board members, Supervisor(s) with expiring terms shall complete the District Supervisor Re-nomination Form and coordinate with District staff on documenting meeting attendance. This form shall be submitted to the State Committee by May 15.
3. All supervisors seeking reappointment shall be advised of the Supervisor Performance Standards. Supervisor(s) not meeting established performance standards must provide justification in accordance with the Supervisor Performance Standards, Policy 2017-1.0.