

POLICY GOVERNING APPOINTMENTS TO COMMITTEES, BOARDS, AND COMMISSIONS

A. PURPOSE: This policy is intended to establish policies and procedures to secure citizens to serve on advisory and quasi-judicial committees, boards and commissions. Service on a committee, board or commission is an important contribution to the community. These policies and procedures are intended to insure that such service is useful to the community and rewarding to the citizen.

B. DEFINITIONS

1. *Authority:* A public body authorized to exercise certain municipal powers, such as owning property, entering into contracts, and issuing revenue bonds, in order to accomplish a specific end or operate a specific program. In order to establish an authority, there must be specific state statutory authority for a municipal government to appoint the authority to conduct the program. One power which cannot be delegated to an authority is the power to tax, although an authority may establish fees to raise revenues.
2. *Commission:* A public body to which certain municipal powers may be delegated, usually of a quasi-judicial nature. A commission usually has some type of decision-making authority over some defined set of questions, such as land use. A commission's decision may be appealed either to the municipal governing board or a court of law. Statutory authorization must exist before a municipal governing board may create a commission.
3. *Board:* A public body appointed to provide advice to Council on one or more policy areas as specified by Council. Boards serve in a strictly advisory capacity.
4. *Committee:* A public body appointed to provide advice on a specific matter. A committee is distinguished from a board in that a committee is appointed for a specific time period and terminates once its recommendations are submitted to Council. On the other hand, a board provides continuing advice on the assigned area.

C. COUNCIL COMMITTEE ON APPOINTMENTS

There shall be a Committee on Appointments consisting of three members of the City Council serving a two-year term. The Committee will:

1. Recruit candidates for appointment to committees/boards/commissions;
2. Nominate candidates for appointment to committees/boards/commissions;
3. Orient the members of committees/boards/commissions on matters of policy and procedure;
4. Review the by-laws and rules of procedure of each board/commission and recommend appropriate action by Council;
5. Review and approve members' requests for training, as budgeted funds are available;

6. Meet with the committees/boards/commissions as deemed necessary or as requested; (8/18/2015)
7. Recommend to Council replacement of inactive members in a timely manner;
8. Evaluate and recommend to Council the elimination of a committee, board or commission whose objectives have been achieved. (8/18/2015)

D. RECRUITMENT AND SELECTION

1. The City Clerk will place an advertisement in local newspapers at least quarterly, listing vacancies on committees, boards, and commissions and soliciting resumes from individuals interested in being appointed to committees, boards and commissions. A standard nomination form will be available from the City Clerk. Submitted resumes will be kept for a period of two years. The City Clerk shall maintain a position description for membership on each committee, board and commission along with a listing of the meeting times and places for each committee, board and commission. The City Clerk shall provide each applicant a copy of the Council's Policy Governing Appointments to Committees, Boards and Commissions. (8/18/2015)
2. Each committee, board, commission or authority may submit one recommendation per vacancy, together with the standard nomination form. (8/18/2015)
3. Any citizen may nominate one or more individuals to serve by submitting the standard nomination
4. The City Clerk will submit all resumes to the Council Committee on Appointments at least two weeks prior to making appointments. In addition, a summary of the current membership, indicating sex, race and place of residence, shall accompany the resumes.
5. The Committee on Appointments may meet in executive session to discuss the appointment or removal of a member of a committee, board or commission. No final action to appoint or remove any member shall occur except in a public meeting. The Committee shall present a written list of persons nominated for appointment to the Council and file a copy with the City Clerk for public inspection at least seven (7) calendar days before acting on the nominations. (8/18/2015)
6. Appointments to committees, boards and commissions shall be made with due consideration of knowledge, experience, and representation of various interests and groups in the community. (8/18/2015)
7. All members of the Planning Commission, Historic District Commission, and Zoning Board of Adjustment shall be City residents. Unless otherwise required by Federal, State or local law, no less than 80 percent of the membership of the remaining committees, boards and commissions shall be City residents. If City residency is required for membership on a committee, board or commission and any member of such a committee,

board of commission ceases to reside within the City, the position held by such member shall become vacant immediately. (8/18/2015)

8. A relevant background (education and experience) to the topic/overarching focus of the committee, board or commission. (8/18/2015)

E. SERVICE

1. All terms shall expire as designated for that committee, board or commission. However a member whose term has expired shall continue to serve as a member of the committee, board or commission until his or her successor has been appointed. (9/14/1982)
2. No appointee shall serve more than two consecutive terms on any committee, board or commission. If the appointee served one year or less of an unexpired term, that appointee shall be eligible to serve two full terms before becoming ineligible for re-appointment. After a full term has elapsed, an appointee is again eligible for appointment. Except as otherwise provided by Federal, State or local law, no person shall serve as a member of more than one committee, board or commission at the same time. (8/18/2015)
3. Members must attend meetings of the committee, board or commission. Any member who misses three meetings during one year shall be excused from further service. The Chairperson of the committee, board or commission shall provide attendance records of the membership to the City Council on a quarterly basis. (11/13/1990)
4. Any member who is leaving a committee, board or commission at the end of an expired term and is ineligible for reappointment, or resigns from a committee, board or commission, shall receive a letter of thanks and a certificate of appreciation from the Council. The City Clerk will prepare the letter and certificate and schedule their presentation at a regular Council meeting within thirty days after the expiration of the term or date of resignation.
5. Any such committee, board, or commission member who has access to personal identifying information should be required to complete the City's Red Flag Rules – Identity Theft Training. (8/18/2015)

F. CONDUCT

1. *Conflict of Interest:* All appointees to all committees, boards and commissions are subject to the provisions of Article IX of the City Code, Conflict of Interest.
2. *Open Meetings:* All meetings of all committees, boards and commissions shall be conducted in accordance with the provisions of Chapter 143, Article 33C, Sections 143-318.9 through 143-318.18 of the North Carolina General Statutes, "Meetings of Public Bodies."

3. *Reporting:* Each committee, board or commission shall report to the full City Council at least once annually, either in writing (not to exceed five pages) or in person, on activities for the past year and plans for the following year. (8/18/2015)

**Revised 8/19/2015
Adopted by Council August 18, 2105
R-2015-124**