

AN ORDINANCE AMENDING CHAPTER 3 OF THE CARRBORO  
TOWN CODE TO MODIFY ATTENDANCE REQUIREMENTS  
FOR ADVISORY BOARDS, COMMISSIONS, COMMITTEES AND  
TASK FORCES  
Ordinance No. 12/2022-23

**\*\*DRAFT 5-8-2023\*\***

THE CARRBORO TOWN COUNCIL HEREBY ORDAINS:

Section 1. Section 3-7 (Human Services Advisory Commission Established) of the Carrboro Town Code is amended by revising subdivision (b) to read as follows:

- (1) The chairperson **or staff liaison** shall file or cause to be filed with the Town Clerk an attendance report after each meeting identifying those members who were present or absent.
- (2) ~~Unless the chairperson waives the requirement, M~~members shall be removed if they are absent from three consecutive meetings or if they miss more than thirty percent of the meetings during a twelve-month period. ~~The Town Clerk shall notify the chairperson in writing as soon as a member becomes subject to removal under this section. The chairperson will have ten days after receipt of such notice to waive the removal. If the chairperson fails to notify the Town Clerk in writing within ten days after receipt of such notice that the automatic removal requirement should be waived, the Town Clerk will send a removal notice to the member. This removal shall be effective on the date of such notice.~~

Section 2. Section 3-24 (Transportation Advisory Board Established) of the Carrboro Town Code is amended by revising subdivision (b) to read as follows:

- (2) The chairperson **or staff liaison** shall file or cause to be filed with the Town Clerk an attendance report after each meeting identifying those members who were present or absent.
- (3) ~~Unless the chairperson waives the requirement, M~~members shall be removed if they are absent from three consecutive meetings or if they miss more than thirty percent of the meetings during a twelve-month period. ~~The Town Clerk shall notify the chairperson in writing as soon as a member becomes subject to removal under this section. The chairperson will have ten days after receipt of such notice to waive the removal. If the chairperson fails to notify the Town Clerk in writing within ten days after receipt of such notice that the automatic removal requirement should be waived, the Town Clerk will send a removal notice to the member. This removal shall be effective on the date of such notice.~~

Section 3. Section 3-24.3 (Economic Sustainability Commission Established) of the Carrboro Town Code is amended by revising subdivision (d) to read as follows:

- (1) The chairperson **or staff liaison** shall file or cause to be filed with the Town Clerk an attendance report after each meeting identifying those members who were present or absent.
- (2) ~~Unless the chairperson waives the requirement, M~~members shall be removed if they are absent from three consecutive meetings or if they miss more than thirty percent of the meetings during a twelve-month period. ~~The Town Clerk shall notify the chairperson in writing as soon as a member becomes subject to removal under this section. The chairperson will have ten days after receipt of such notice to waive the removal. If the chairperson fails to notify the Town Clerk in writing within ten days after receipt of such notice that the automatic removal requirement should be waived, the Town Clerk will send a removal notice to the member. This removal shall be effective on the date of such notice.~~

Section 4. Section 3-24.7 (Greenways Commission Established) of the Carrboro Town Code is amended by revising subdivision (d) to read as follows:

- (1) The chairperson **or staff liaison** shall file or cause to be filed with the Town Clerk an attendance report after each meeting identifying those members who were present or absent.
- (2) ~~Unless the chairperson waives the requirement, M~~members shall be removed if they are absent from three consecutive meetings or if they miss more than thirty percent of the meetings during a twelve-month period. ~~The Town Clerk shall notify the chairperson in writing as soon as a member becomes subject to removal under this section. The chairperson will have ten days after receipt of such notice to waive the removal. If the chairperson fails to notify the Town Clerk in writing within ten days after receipt of such notice that the automatic removal requirement should be waived, the Town Clerk will send a removal notice to the member. This removal shall be effective on the date of such notice.~~

Section 5. Section 3-24.14 (Carrboro Affordable Housing Advisory Commission Established) of the Carrboro Town Code is amended by revising subdivision (f)(3)(c) to read as follows:

- c (1). The chairperson or staff liaison shall file or cause to be filed with the Town Clerk an attendance report after each meeting identifying those members who were present or absent.**
- c (2). ~~Unless waived by the chairperson, A~~all Mmembers shall be removed if they are absent ~~without prior notice~~ from three consecutive Commission meetings **or if they miss more than thirty percent of the meetings during a twelve-month period.** ~~The Town Clerk shall notify the~~**

~~chairperson in writing as soon as a member becomes subject to removal under this Section. The chairperson will have ten days after receipt of such notice to waive the removal. If the chairperson fails to notify the Town Clerk in writing within ten days after receipt of such notice, then the Town Clerk will send a removal notice to the Commission member. This removal shall be effective of such notice.~~

Section 6. Section 3-24.15 (Carrboro Stormwater Advisory Commission Established) of the Carrboro Town Code is amended by revising subdivision (f)(3)(c) to read as follows:

**c (1). The chairperson or staff liaison shall file or cause to be filed with the Town Clerk an attendance report after each meeting identifying those members who were present or absent.**

**c (2). ~~Unless waived by the chairperson~~ Person, All Mmembers shall be removed if they are absent without prior notice from three consecutive Commission meetings or if they miss more than thirty percent of the meetings during a twelve-month period. ~~The Town Clerk shall notify the chairperson in writing as soon as a member becomes subject to removal under this Section. The chairperson will have ten days after receipt of such notice to waive the removal. If the chairperson fails to notify the Town Clerk in writing within ten days after receipt of such notice, then the Town Clerk will send a removal notice to the Commission member. This removal shall be effective of such notice.~~**

Section 7 Section 3-24.16 (Climate Action Team) of the Carrboro Town Code is amended by revising subdivision (b) that read as follows:

(1) The chairperson **or staff liaison** shall file or cause to be filed with the Town Clerk an attendance report after each meeting identifying those members who were present or absent.

(2) ~~Unless the chairperson waives the requirement, Mmembers shall be removed if they are absent from three two consecutive meetings or events, if they miss more than thirty percent of the meetings during a twelve-month period, or for failure to participate in at least one outreach event during the calendar year. The Town Clerk shall notify the chairperson in writing as soon as a member becomes subject to removal under this section. The chairperson will have ten days after receipt of such notice to waive the removal. If the chairperson fails to notify the Town Clerk in writing within ten days after receipt of such notice that the automatic removal requirement should be waived, the Town Clerk will send a removal notice to the member. This removal shall be effective on the date of such notice.~~

Section 8. Section 3-27 (Recreation and Parks Commission) of the Carrboro Town Code is amended by revising subdivision (c)(2) to read as follows:

(c) Commission members may be removed as follows:

(1) The chairperson **or staff liaison** shall file or cause to be file with the Town Clerk an attendance report after each meeting identifying those members who were present or absent.

(2) ~~Unless the chairperson waives the requirement, M~~members shall be removed if they are absent from three consecutive meetings or if they miss more than thirty percent of the meetings during a twelve-month period. ~~The Town Clerk shall notify the chairperson in writing as soon as a member becomes subject to removal under this section. The chairperson will have ten day after receipt of such notice to waive the removal. If the chairperson fails to notify the Town Clerk in writing within ten days after receipt of such notice that the automatic removal requirement should be waived, the Town Clerk will send a removal notice to the member.~~ This removal shall be effective on the date of such notice.

Section 9 Section 3-41 (Arts Committee Established) of the Carrboro Town Code is amended by revising subdivision (c)(2) to read as follows:

(c) Regular members may be removed as follows:

(1) The chairperson **or staff liaison** shall file or cause to be filed with the Town Clerk an attendance report after each meeting identifying those members who were present or absent.

(2) ~~Unless the chairperson waives the requirement, M~~members shall be removed if they are absent from three consecutive meetings or if they miss more than thirty percent of the meetings during a twelve-month period. ~~The Town Clerk shall notify the chairperson in writing as soon as a member becomes subject to removal under this section. The chairperson will have ten days after receipt of such notice to waive the removal. If the chairperson fails to notify the Town Clerk in writing within ten days after receipt of such notice that the automatic removal requirement should be waived, the Town Clerk will send a removal notice to the member.~~ This removal notice shall be effective on the date of such notice.

Section 10. Section 3-46 (Racial Equity Commission Established) of the Carrboro Town Code is amended by a new subdivision (d) that reads as follows:

(d) Commission members may be removed as follows:

(1) The chairperson **or staff liaison** shall file or cause to be filed with the Town Clerk an attendance report after each meeting identifying those members who were present or absent.

(2) ~~M~~members shall be removed if they are absent from three consecutive meetings or if they miss more than thirty percent of the meetings during a twelve-month period. This removal notice shall be effective on the date of such notice.

Section 11. Section 3-44 (Advisory Boards and Commissions Subject to Rules of Procedure) of the Carrboro Town Code is amended by revising the title and section text that reads as follows:

**Section 3-44 Advisory Boards, ~~and~~ Commissions, Committees and Task Forces Subject to Rules of Procedure**

All advisory boards, ~~and~~ commissions, committees and task forces established by this Chapter are subject to the Rules and Procedure for the Town of Carrboro Advisory Boards and Commissions adopted as Administrative Policy #14.

Section 12. This ordinance shall be effective upon adoption.