



# **Town of Carrboro Advisory Board Policy and Procedures**

*Adopted with Update: Month/2016*

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# **TOWN OF CARRBORO BOARD OF ALDERMEN**

## **Advisory Board Policy and Procedures**

### **Purpose**

The purpose of this policy is to establish a policy and procedures whereby the Board of Aldermen will make appointments to public advisory boards, committees, commissions, councils, and taskforces (hereinafter “boards”). The Board shall also establish a policy and procedures whereby the Board makes appointments to public authorities that have Carrboro representatives or are Town of Carrboro Authorities.

### **Composition**

The Town of Carrboro Board of Aldermen shall appoint all voting and non-voting members to boards. The Board of Aldermen shall endeavor to appoint members who represent the ethnic, cultural, demographic, and geographic diversity of the community. The Board of Aldermen should review current advisory board composition and consider the following applicant information when making appointments:

- Address and neighborhood/geographic location of residence
- Date of birth
- Length of residence in Carrboro and/or Orange County, as applicable
- Gender
- Race and/or ethnicity
- Occupation
- Current or past Advisory Board service
- Experience/skill set/expertise
- Community activities/involvement/organizations
- Preferred committee assignment(s) as designated by the applicant

### **Authority**

The North Carolina General Statutes, the Town of Carrboro Charter, the Town of Carrboro Town Code and the Town of Carrboro Land Use Ordinance provide the enabling legislation for the Town’s Boards.

### **Periodic Review**

This policy may be changed or adjusted as deemed necessary by the Board. The Town Clerk shall review the policy each November to make sure the policy is up-to-date.

## Recruitment and Appointment Process

- a. Prior to the annual February term expirations the Town Clerk will advertise that the town is accepting applications for upcoming openings on advisory boards and commissions. Advertising will include but not be limited to: print, social media, word of mouth and radio. Midterm vacancies shall be filled from applications on file, if possible. If no applications exist or applicants decline to serve, additional advertising efforts shall be carried out to fill midterm vacancies that are limiting the diversity, skillsets and functionality of the advisory board or commission. A midterm vacancy for which there are no appropriate applications on file need not be filled if, in the opinion of the Chair, Town staff, or the Board of Aldermen liaison, the vacancy is not limiting to the diversity, skillset or functionality of the advisory board or commission.
- b. While a deadline for March appointments will be published, applications for advisory board appointments will be taken year-round. Applications received after the seat(s) have been filled will be placed on file by the Town Clerk and held for future vacancies for a period of 12 months. If vacancies exist on other boards, the Town Clerk will let the applicant know of those vacancies. If interested, applicants will be encouraged to request that their applications be reviewed for these open vacancies.
- c. All new candidates must complete an application to be considered for appointment.
- d. The Town Clerk will notify all new applicants of receipt of his/her application.
- e. Currently serving advisory board members, whose first terms are expiring in February, will be contacted by the Town Clerk and asked if they would like to be considered for reappointment. If so, no new application is needed from the member. The Town Clerk shall report to the Board Chair that the member wishes to be reappointed.
- f. For regularly scheduled appointments and midterm appointments that have been advertised, the Town Clerk shall combine and forward copies of all completed applications to the advisory board chair(s) within two working days of the published deadline. For midterm appointments, the Town Clerk will forward applications on file within two working days following the confirmation of a vacancy.
- f. Each chair shall contact each applicant, confirm their interest in serving on the advisory board, and invite the applicant to attend a meeting of their board so they may understand the responsibilities of the board and the necessary time commitment. (Chairs should contact Town staff in the event of a language barrier.)
- g. All new applicants should attend one meeting of the applicable advisory board prior to their application being considered by the Board of Aldermen for appointment. If a meeting of the applicable board is not anticipated within 90 days following receipt of the applicant's application for appointment, Board chairs must make an effort to arrange to meet personally with the applicant during that time instead. If applicants do not respond to the invitation to attend a meeting after two phone calls or emails, then the Chair shall notify the Town Clerk of that fact and said application will be removed from further consideration. The applicant will be notified by the Town Clerk that their application is no longer under consideration due to lack of responsiveness.
- h. The chair of each board shall submit a Chair Applicant Report to the Town Clerk within one week of the applicant's required attendance at an advisory board meeting or meeting with the Chair, as applicable.
- i. The Chair shall provide the Chair Applicant Report for the current member to the Board of Aldermen, just as with new applicants.

- j. Copies of all applications and Chair Applicant Reports received shall be forwarded to the Mayor and Board of Aldermen. If there are contested appointments, an information matrix of the current Board's makeup will also be included.
- k. If there are no applicants for the Board in question, the Chair may contact applicants that have applied for other boards.
- l. If a Chair Applicant Report for every applicant not been received from board chairs within three weeks of the Board of Aldermen meeting during which appointments will be made, the Town Clerk shall contact the chair and request a status report.
- m. The Mayor and Board of Aldermen shall endeavor to make appointments to boards and commissions to fill annual expired terms no later than March 1.
- n. Appointments to unexpired terms of 12 or fewer months will be simultaneously appointed to the following 3-year term.

## Appointment Procedure

Per Section 2-41 of the Town Code, the Board of Aldermen's appointment procedure is as follows:

Unless the Board agrees by majority vote or consensus to follow another procedure, the Board shall use the following procedure to appoint individuals who have completed the application process note above to various subordinate boards and offices:

- (1) The mayor shall open the floor to nominations, whereupon the names of possible appointees shall be put forward by the members and debated. Upon the conclusion of the debate, the mayor shall propose each name in alphabetical order, and the members shall cast their votes. ***[Please see "Voting Method," below.]***
- (2) If only one appointee is to be selected, the voting shall continue until one nominee receives a majority of the votes cast, where-upon he or she shall be appointed.
- (3) If more than one appointee is to be selected, then each member shall have as many votes as there are slots to be filled. A member must cast all of his or her votes, and cast them for different nominees. The nominees receiving the highest number of votes shall be appointed.

## Voting Method

- a. The Town Clerk will provide a ballot listing the names of all applicants presented in the agenda packet to each Board Member.
- b. Prior to voting, the Board shall open the floor for discussion of the applications, as outlined in the Appointment Procedure, above.
- c. Each Board Member shall sign their name to the ballot and indicate their choice in candidate(s) by marking next to the candidate(s) name.
- d. Each Board Member will vote only for the number of candidates that there are vacant seats to fill.



- e. The Mayor shall collect the ballots and announce the candidate(s) receiving the highest number of votes and indicate the position that each candidate has been appointed to fill.
- f. The Town Clerk shall then read the record of votes for each candidate, indicating fully the voting record of each Board Member and then shall enter the record of votes into the meeting minutes.

## Terms

- a. Advisory board and commission members are appointed to staggering three-year terms that expire annually in February. The exception is the Carrboro Tourism Development Authority, whose members are appointed to one-year terms that expire annually in January.
- b. Members are limited to two full terms on most advisory boards.\* After completing two full terms, a member must take off one year before applying for re-appointment to the same advisory board. However, a member may apply to serve on another advisory board if he/she desires instead. The Board of Aldermen may make exceptions to this rule under the following circumstances:
  - 1. To retain diversity on an advisory board;
  - 2. To provide continuity in oversight of a major, on-going project;
  - 3. To keep a member who provides expertise otherwise unavailable on an advisory board (e.g., an engineer on the Planning Board or Board of Adjustment); or
  - 4. A lack of qualified applicants for vacant positions.

\*Members of the Board of Adjustment, Environmental Advisory Board, Human Services Advisory Commission, and Transportation Advisory Board may be reappointed to successive terms without limitation (Sections 15-29(c), 15-45(c) 3-7(d), 3-24(c))

## Attendance

- a. The staff liaison of each board or commission shall notify the chair and Town Clerk on an as needed basis if there are members that are presenting attendance problems.
- b. Unless the chair waives the requirement, members shall be removed if they are absent without prior notice from three consecutive meetings or if they miss more than 30% of the meetings during a 12-month period. The Town Clerk shall notify the chair in writing as soon as a member becomes subject to removal under this section. The chair will have 10 days after receipt of such notice to waive the removal. If the chair 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.

## Resignations

- a. Resignations must be submitted in writing or via email to the chair, the staff liaison, or the Town Clerk. If the resignation is submitted to the chair or the staff liaison they should forward the resignation to the Town Clerk within 48 hours of receipt.

## Town of Carrboro Advisory Boards & Commissions

The Board of Aldermen appoints citizens to serve on advisory boards and commissions. These volunteers perform a vital role in our community by contributing their time, expertise and talent to the Town. As advisory board members, they serve willingly and without compensation. They consider new town ordinances. They counsel and advise elected officials and listen to citizen appeals. Their role is primarily to provide advice and make recommendations to the Board of Aldermen. All appointed boards are subject to the Open Meetings Law and the Public Records Law and all other laws as defined by the North Carolina General Statutes that pertain to public bodies.

Occasionally, the Board of Aldermen will appoint special focus committees and task forces. Those committees shall work to complete the goals established by the Board of Aldermen and report back to the Board within the established timeframe.

### Boards and Commissions

- Animal Control Advisory Board
- Appearance Commission
- Arts Committee
- Board of Adjustment
- Economic Sustainability Commission
- Environmental Advisory Board
- Greenways Commission
- Human Services Advisory Commission
- Northern Transition Area Advisory Committee
- Orange County Economic Development Commission
- Orange County Human Relations Commission
- Planning Board
- Recreation and Parks Commission
- Transportation Advisory Board
- Youth Advisory Board

### Authorities

The Carrboro Board of Aldermen has appointment responsibility vested from the North Carolina General Statutes regarding appointment to the authorities identified below. The Board may choose to interview applicants for Authority seats by any method that they select. All appointments must be made in open session by the procedures established in the policy.

- OWASA Board of Directors
- Carrboro Tourism Development Authority

## Animal Control Advisory Board

### MEETING DATE AND TIME

- The board meets only to hear appeals and does not have a regular meeting schedule established.

### ANIMAL CONTROL ADVISORY BOARD MEMBERSHIP

Seat Category	Seat Requirements
Regular Member	Appointed by the Board of Aldermen
Regular Member	Appointed by the Board of Aldermen
Regular Member	Appointed by the Board of Aldermen
Alternate Member	Appointed by the Board of Aldermen

### Appointing Body

All members are appointed by the Town of Carrboro Board of Aldermen.

### Enabling Legislation – Town Code Section 10-38

(a) The owner of any animal who (i) is required to remove his animal from the town pursuant to Section 10-12, (ii) who has been assessed and has paid a civil penalty, or (iii) whose permit is denied or revoked pursuant to articles III, IX, and X, or (iv) whose animal is declared a “dangerous dog”, may appeal to the Animal Control Board of Appeals. An appeal shall be taken within ten (10) days after receiving the written notice of the determination appealed from except that appeals from a determination that a dog is a dangerous or potentially dangerous dog shall be taken within 3 days of notification. An appeal is taken by filing a written notice of appeal with the administrator and stays all enforcement efforts of the administrator until the appeal is disposed of. An appeal from an order to pay civil penalties (Section 10-38(a)(ii)) shall first be reviewed by the Captain of the Patrol Division who shall have the authority to affirm, revise or modify the order. If the owner is unsatisfied with the first civil penalty review, the owner may then appeal to the Animal Control Board of Appeals within ten (10) days of the Captain’s decision.

(b) The Animal Control Board of Appeals shall consist of three (3) members and one (1) alternate appointed by the board of aldermen. The board of aldermen shall designate one member as chairman. The members shall serve three-year staggered terms. The alternate shall also serve a three-year term and shall be appointed initially for a term of three (3) years.

(c) The board shall meet within twenty (20) days after notice of appeal is filed. A quorum of the board shall consist of three (3) members, and all decisions shall be made by majority vote. The board may uphold, reverse, or

modify the determination appealed from, and the administrator shall thereafter continue, modify or cease his enforcement efforts in accordance with the board's decision.

(d) The burden of justifying the administrator's determination shall be on the administrator. Strict rules of evidence need not be followed, but the board may consider only what a witness knows of his own knowledge, and no decision may be based upon hearsay alone.

(e) The board shall reach a decision as expeditiously as possible and shall provide the appellant and the administrator with a written decision, stating the reasons therefore.

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## Appearance Commission

### MEETING DATE AND TIME

- 7:30 p.m.
- 1<sup>st</sup> and 3<sup>rd</sup> Thursday of each month

### APPEARANCE COMMISSION MEMBERSHIP

Seat Category	Seat Requirements
Regular Member	Appointed by the Board of Aldermen. Shall either reside, own property, or operate a business within the town's planning jurisdiction.
Regular Member	Appointed by the Board of Aldermen. Shall either reside, own property, or operate a business within the town's planning jurisdiction.
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Regular Member	Appointed by the Board of Aldermen. Shall either reside, own property, or operate a business within the town's planning jurisdiction.
Non-Voting Liaison	Carrboro Board of Aldermen Liaison

## Appearance Commission

### Appointing Body

All regular members are appointed by the Town of Carrboro Board of Aldermen.

### Enabling Legislation – Town Code, Chapter 3 and Land Use Ordinance

#### Appearance Commission

(a) There shall be an appearance commission, which shall consist of nine members appointed by the Board of Aldermen. All members of the commission shall either reside, own property, or operate a business within the town's planning jurisdiction.

(b) Appearance commission members shall be appointed for three-year staggered terms, but members may continue to serve until their successors have been appointed. The terms of all seats on the appearance commission on the effective date of this subsection (whether filled or vacant) shall expire on January 31, 1987. Effective February 1, 1987, three members shall be initially appointed for three-year terms, three members for two-year terms, and three members for one-year terms. Vacancies shall be filled for the unexpired terms only.

(c) Members may be appointed to successive terms without limitation.

(d) Members may be removed as follows:

(1) The chairman 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 chairman waives the requirement, members shall be removed if they are absent for 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 chairman in writing as soon as a member becomes subject to removal under this section. The chairman will have ten days after receipt of such notice to waive the removal. If the chairman 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.

(3) Members may also be removed by the appointing authority, after a hearing, for any good cause related to performance of duty.

(e) In making appointments to the commission, the Board of Aldermen shall seek to appoint persons with impartial and broad judgment, and when possible, persons with training or experience in a design profession. As wide a range of community interests as possible should be represented on the commission. The Board of Aldermen shall seek to appoint at least one person who lives in a neighborhood preservation district, one person who lives in an historic preservation district, and three persons who have demonstrated special interest, experience, or education in history, architecture, or related fields.

(f) Members of the Appearance Commission shall be administered an oath of office as prescribed by Section 3-35(c) and (d) of the Town Code.

## **Meetings and Officers of Appearance Commission**

(a) The appearance commission shall establish a regular meeting schedule and shall meet frequently enough so that it can take action in conformity with section 15-66 (Applications to be Processed Expeditiously).

(b) Since the commission has only advisory authority, it need not conduct its meetings strictly in accordance with the quasi-judicial procedures set forth in Articles IV and VI. However, it shall conduct its meetings so as to obtain necessary information and to promote the full and free exchange of ideas.

(c) Minutes shall be kept of all board procedures and the vote of every member on each issue shall be recorded.

(d) All commission meetings shall be open to the public, and whenever feasible, the agenda for each board meeting shall be available in advance of the meeting.

(e) A quorum, consisting of four members, shall be present for the commission to take official action, and all actions shall be taken by majority vote.

(f) The appearance commission shall select one of its members to serve as chair and one member to serve as vice-chair when the commission exercises the powers and duties of the appearance commission. The appearance commission shall select one of its members to serve as chair and one member to serve as vice-chair when exercising the powers and duties of the neighborhood preservation district commission or the historic district commission. The commission may, but need not, choose the same members to serve as officers in these two different capacities. These officers will be chosen annually at the commission's first meeting in March and shall serve for terms of one year unless their terms of appointment to the commission sooner expire. Vacancies shall be filled for the unexpired term only. A member may be selected to serve as chair in either capacity for not more than two consecutive full one-year terms. The chairman and vice-chairman may take part in all deliberations and vote on all issues.

## **Powers and Duties of Appearance Commission**

(a) The appearance commission may:

- (1) Initiate, promote, and assist in the implementation of programs for general community beautification within the town's planning jurisdiction.
- (2) Seek to coordinate the activities of individuals, agencies, organizations and groups, public and private, whose plans, activities and programs bear upon the appearance of the town and its environs.
- (3) Direct the attention of the mayor and the Board of Aldermen to ways in which the town government may take direct action affecting the appearance of the town and its environs.
- (4) Make recommendations upon any permit or other item referred to the commission by the Board of Aldermen, planning board, board of adjustment, or administrator. Without limiting the generality of the foregoing, the commission's recommendations regarding development permit applications may address the appearance or design of proposed development projects.



- (5) Appoint subcommittees (consisting of commission members) or advisory groups (consisting of commission members, persons who are not non-commission members or any combination thereof) to advise and assist the commission in carrying out its duties.
- (6) Take any other action authorized by this chapter or any other ordinance or resolution of the Board of Aldermen.
- (b) The appearance commission shall report orally or in writing, as requested by the board, at least quarterly to the mayor and Board of Aldermen. It shall submit its requested budget of funds needed for operation during the ensuing fiscal year to the town manager no later than April
- (7). All accounts and funds of the commission shall be administered in accordance with the requirements of the Municipal Fiscal Control Act.
- (c) The appearance commission is hereby authorized to receive contributions from private agencies, foundations, organizations, individuals, the state or federal government, or any other source, in addition to any sums which may be appropriated for its use by the Board of Aldermen. It may accept and disburse such contributions for special purposes or projects, subject to any specified conditions which it deems acceptable, whether or not such projects are included in the approving budget.
- (d) The appearance commission may adopt rules and regulations governing its procedures and operations not inconsistent with the provisions of this chapter.
- (e) The appearance commission shall exercise all the powers and duties of the neighborhood preservation district commission as set forth in Article XXI, Part 1, of this chapter.
- (f) The appearance commission shall exercise all the powers and duties of the historic district commission as set forth in Article XXI, Part 2 of this chapter.

## Arts Committee

### MEETING DATE AND TIME

- 6:00 p.m.
- 2nd Monday of each month

### ARTS COMMITTEE MEMBERSHIP

Seat Category	Seat Requirements
Regular Member	Appointed by the Board of Aldermen
Regular Member	Appointed by the Board of Aldermen
Regular Member	Appointed by the Board of Aldermen
Regular Member	Appointed by the Board of Aldermen
Regular Member	Appointed by the Board of Aldermen
Regular Member	Appointed by the Board of Aldermen
Regular Member	Appointed by the Board of Aldermen
Regular Member	Appointed by the Board of Aldermen
Regular Member	Appointed by the Board of Aldermen
Executive Director of the Carrboro ArtsCenter	The tenth member shall be a person designated by the Executive Director of the Carrboro ArtsCenter to attend the meetings of the Committee and fill in the seat reserved for the designee of the ArtsCenter. The ArtsCenter Executive Director may designate different persons to attend different committee meetings.
Chapel Hill Arts Committee Member	The eleventh member shall be a person designated by the Chapel Hill Arts Committee to attend the meetings of the Committee and fill the seat reserved for the designee of the Chapel Hill Arts Committee.
Economic Sustainability Member	The twelfth member shall be a member of the Economic Sustainability Commission designated by the Economic Sustainability Commission to attend meetings of the Arts Committee and fill the seat reserved for the designee of the Economic Sustainability Commission.
Non-Voting Liaison	Carrboro Board of Aldermen Liaison

## Arts Committee

### Appointing Body

All regular members are appointed by the Town of Carrboro Board of Aldermen.

### Enabling Legislation – Town Code Section 3-41

#### Arts Committee Established

- a) There shall be an Arts Committee consisting of twelve members. Nine regular members shall be appointed by the Board of Aldermen. The tenth member shall be a person designated by the Executive Director of the Carrboro ArtsCenter to attend the meetings of the Committee and fill in the seat reserved for the designee of the ArtsCenter. The ArtsCenter Executive Director may designate different persons to attend different committee meetings. The eleventh member shall be a person designated by the Chapel Hill Arts Committee to attend the meetings of the Committee and fill the seat reserved for the designee of the Chapel Hill Arts Committee. The twelfth member shall be a member of the Economic Sustainability Commission designated by the Economic Sustainability Commission to attend meetings of the Arts Committee and fill the seat reserved for the designee of the Economic Sustainability Commission. (Amend. 4/16/13)
- (b) Regular members of the committee shall be appointed for three-year staggered terms, but members may continue to serve until their successors have been appointed. The terms of the members shall continue as they exist on the effective date of this amendment, and the term of the ninth regular member (whose seat is added to the committee by this amendment) shall initially expire on January 1, 2015. Vacancies shall be filled for the unexpired terms only.

#### Regular members may be removed as follows:

- (1) The chairman 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 chairman waives the requirement, 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 chairman in writing as soon as a member becomes subject to removal under this section. The chairman will have ten days after receipt of such notice to waive the removal. If the chairman 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.
- (3) Members may also be removed by the appointing authority, after a hearing, for any good cause shown related to performance of duty.

## Arts Committee

### Meetings and Officers of Arts Committee

(a) The arts committee shall establish and publish a regular meeting schedule. In addition, special meetings may be called by the chairman or vice-chairman whenever necessary.

(b) A quorum for the arts committee shall consist of a majority of the non-vacant seats on the committee. All actions of this committee, including the selection of art to be displayed in or on Town property, shall be taken by majority vote of those present and voting, a quorum being present. (Amend. 10/2/07)

(c) The committee shall designate one of its members to serve as chair and one member to serve as vice-chair. These officers shall be selected annually at the committee's first meeting in February and shall serve for terms of one year. A member may be selected to serve as chair for not more than two consecutive full one-year terms. Vacancies shall be filled for the unexpired terms only. (Amend. 12/8/08)

### Powers and Duties of Arts Committee

The arts committee shall:

1. Recommend to the board of aldermen a policy for the selection of art to be displayed in or on public facilities.
2. Coordinate arrangements to have art work displayed on town property, in conjunction with the staff of the Recreation and Parks Department.
3. Work collaboratively with the community on projects related to the arts. Members of the arts committee may assist in community fund raising activities, but any funds received by the committee or by members acting in their official capacity must be accounted for, and all expenditures by the committee must be made, in accordance with the provisions of the Local Government Budget and Fiscal Control Act. Such funds may be received and expended by the Town only for purposes for which the Town is statutorily authorized to expend public funds.
4. Report to the Board as requested and perform such additional duties as the Board may request from time to time.

## Board of Adjustment

### MEETING DATE AND TIME

- 7:00 p.m.
- 3rd Wednesday of each month

### BOARD OF ADJUSTMENT MEMBERSHIP

Seat Category	Seat Requirements
Regular Member	Appointed by the Board of Aldermen, In-Town Residency
Regular Member	Appointed by the Board of Aldermen, In-Town Residency
Regular Member	Appointed by the Board of Aldermen, In-Town Residency
Regular Member	Appointed by the Board of Aldermen, In-Town Residency
Regular Member	Appointed by the Board of Aldermen, In-Town Residency
Regular Member	Appointed by the Board of Aldermen, In-Town Residency
Regular Member	Appointed by the Board of Aldermen, In-Town Residency
Orange County Board of Commissioners Appointee*	Shall reside within the Town's extraterritorial planning area
Orange County Board of Commissioners Appointee*	Shall reside within the Towns joint planning area
Non-Voting Liaison	Carrboro Board of Aldermen Liaison

\*If, despite good faith efforts, residents of the extraterritorial planning and joint planning areas cannot be found to fill

these seats, then the Orange County Board of Commissioners may appoint other residents of the county – including residents of the Town of Carrboro.

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## Board of Adjustment

### Appointing Body

All regular members are appointed by the Town of Carrboro Board of Aldermen.

### Enabling Legislation – Town Code Section 15-29

#### Board of Adjustment Established

(a) There shall be a board of adjustment consisting of nine members. Seven members, appointed by the Board of Aldermen, shall reside within the town. One member, appointed by the Orange County Board of Commissioners, shall reside within the town's extraterritorial planning area. One member, appointed by the Orange County Board of Commissioners, shall reside within the town's joint planning transition area. If, despite good faith efforts, residents of the extraterritorial planning and joint planning transition areas cannot be found to fill the seats reserved for residents of such area, then the Orange County Board of Commissioners may appoint other residents of the county (including residents of the Town of Carrboro) to fill these seats. If the Orange County Board of Commissioners fails to make these appointments within ninety days after receiving a resolution from the Board of Aldermen requesting that they be made, the Board of Aldermen may make them. (AMENDED 05/26/81; 05/27/86; 11/14/88)

(b) Board of adjustment members shall be appointed for three-year staggered terms, but members may continue to serve until their successors have been appointed. The terms of all seats on the board of adjustment on the effective date of this subsection (whether filled or vacant) shall expire on January 31, 1987. Effective February 1, 1987, two in-town residents and one extraterritorial area resident shall be appointed for one-year terms, two in-town residents and one extraterritorial area resident shall be appointed for two-year terms, and three in-town residents shall be initially appointed for three-terms. Effective July 1, 1988, one joint planning transition area resident shall be appointed to fulfill the remaining term of one extraterritorial planning area resident. Vacancies may be filled for the unexpired terms only. (AMENDED 05/27/86; 11/14/88)

(c) Members may be reappointed to successive terms without limitation.

(d) All members may participate in and vote on all issues before the board, regardless of whether the property involved is located within the town, within the extraterritorial planning area, or within the joint planning transition area. (AMENDED 11/14/88)

(e) Members may be removed as follows: (AMENDED 05/27/86)

(1) The chairman 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 chairman waives the requirement, members shall be removed if they are absent for 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 chairman in writing as soon as a member becomes subject to removal under this section. The chairman will have ten days after receipt of such notice to waive the removal. If the chairman 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.

## Board of Adjustment

(3) Members may also be removed by the appointing authority, after a hearing, for any good cause related to performance of duty.

(f) Members of the Board of Adjustment shall be administered an oath of office as prescribed by Section 3-25(c) and (d) of the Town Code. (AMENDED 10/09/90)

### Meetings and Officers of Board of Adjustment

(a) The board of adjustment shall establish a regular meeting schedule and shall meet frequently enough so that it can take action in conformity with Section 15-66 (Applications to be Processed Expeditiously).

(b) The chairman or vice chairman of the board may call a special meeting by signing a written statement stating the time, place, and reason for the meeting. The staff shall notify the remaining members as soon as possible thereafter by whatever means appear most reasonably calculated to effect such notice. (AMENDED 10/24/89)

(c) The board shall conduct its meetings in accordance with the quasi-judicial procedures set forth in Articles IV, V, and VI.

(d) All meetings of the board shall be open to the public, and whenever feasible the agenda for each board meeting shall be made available in advance of the meeting.

### Officers

(a) The Board of Adjustment shall designate one of its members to serve as chairman and one member to serve as vice-chair. These officers shall be selected annually at the board's first regular meeting in February and shall serve for terms of one year unless their terms of appointment to the board sooner expire. A member may be selected to serve as chair for not more than two consecutive full one-year terms. Vacancies shall be filled for the unexpired terms only. (AMENDED 05/26/81; 01/10/84; 02/20/90; 01/27/09)

(b) The chairman and vice-chairman may take part in all deliberations and vote on all issues.

### Quorum

(a) A quorum for the board of adjustment shall consist of the number of members equal to a majority of the non-vacant seats on the board, but in no case shall a quorum consist of less than four members. A quorum is necessary for the Board to take official action. (AMENDED 12/16/86)

(b) A member who has withdrawn from the meeting without being excused as provided in Section 15-32 shall be counted as present for purposes of determining whether a quorum is present.

The arts committee shall:

5. Recommend to the board of aldermen a policy for the selection of art to be displayed in or on public facilities.



6. Coordinate arrangements to have art work displayed on town property, in conjunction with the staff of the Recreation and Parks Department.
7. Work collaboratively with the community on projects related to the arts. Members of the arts committee may assist in community fund raising activities, but any funds received by the committee or by members acting in their official capacity must be accounted for, and all expenditures by the committee must be made, in accordance with the provisions of the Local Government Budget and Fiscal Control Act. Such funds may be received and expended by the Town only for purposes for which the Town is statutorily authorized to expend public funds.
8. Report to the Board as requested and perform such additional duties as the Board may request from time to time.

## Powers and Duties

(a) The board of adjustment shall hear and decide:

- (1) Appeals from any order, decision, requirement, or interpretation made by the administrator, as provided in Section 15-91.
  - (2) Applications for special use permits, as provided in Subsection 15-46(a).
  - (3) Applications for variances, as provided in Section 15-92.
  - (4) Applications for special exception permits, as provided in Section 15-92.1. (AMENDED 06/21/94)
  - (5) Questions involving interpretation of the zoning map, including disputed district boundary lines and lot lines, as provided in Section 15-93.
  - (6) Applications for major subdivisions containing between five and twelve lots. (AMENDED 07/21/87)
  - (7) Any other matters the board is required to act upon by any other town ordinance.
- (b) The board may adopt rules and regulations governing its procedures and operations not inconsistent with the provisions of this chapter.

## Economic Sustainability Commission

### MEETING DATE AND TIME

- 7:30 p.m.
- 2nd Wednesday of each month

### ECONOMIC SUSTAINABILITY MEMBERSHIP

Seat Category	Seat Requirements
Downtown Resident	Appointed by the Board of Aldermen, Reside within the Downtown Area of Town
Town Resident	Appointed by the Board of Aldermen, Reside within the Town
Town Resident	Appointed by the Board of Aldermen, Reside within the Town
Business Owner	Appointed by the Board of Aldermen, Owner of Business within the Town
Business Owner	Appointed by the Board of Aldermen, Owner of Business within the Town
Business Owner	Appointed by the Board of Aldermen, Owner of Business within the Town
At-Large	Appointed by the Board of Aldermen
At-Large	Appointed by the Board of Aldermen
At-Large	Appointed by the Board of Aldermen
Liaison Member – Arts Committee	The tenth member (the “liaison member”) shall be a member of the Arts Committee designated by the Arts Committee to attend meetings of the Economic Sustainability Commission and fill the seat reserved for the designee of the Arts Committee.
Non-Voting Liaison	Carrboro Board of Aldermen Liaison

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## Economic Sustainability Commission

### Appointing Body

All regular members are appointed by the Town of Carrboro Board of Aldermen.

### Enabling Legislation – Town Code Section 3-24.3

#### Economic Sustainability Commission Established

(a) There shall be an Economic Sustainability Commission composed of ten members, nine of whom shall be appointed by the Board of Aldermen. The Board shall endeavor to appoint members such that the membership of the Commission will include three residents of the Town, at least one of whom shall reside within the downtown area, three owners of businesses within the Town, and three at-large members. The tenth member (the “liaison member”) shall be a member of the Arts Committee designated by the Arts Committee to attend meetings of the Economic Sustainability Commission and fill the seat reserved for the designee of the Arts Committee. Subsections (b), (c), and (d) shall not apply to the liaison member. (Amend. 4/10/90, 6/7/05, 4/16/13)

(b) Members of the commission shall serve three-year staggered terms, but members may continue to serve until their successors are appointed and qualified. The terms of three seats shall expire on February 1, 2006 and every third anniversary thereafter. The terms of three seats shall expire on February 1, 2007 and every third anniversary thereafter. The terms of three seats shall expire on February 1, 2008 and every third anniversary thereafter. (Amend. 5/27/86, 4/10/90, 6/7/05)

(c) Commission members may be appointed for a maximum of two successive terms (or any part thereof). A member who has served for two successive terms (or any part thereof) shall be eligible for re-appointment only after an absence from the commission of at least one year.

(d) Members may be removed as follows: (Amend. 5/27/86)

(1) The chairman 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 chairman waives the requirement, 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 chairman in writing as soon as a member becomes subject to removal under this section. The chairman will have ten days after receipt of such notice to waive the removal. If the chairman 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.

(3) Members may also be removed by the appointing authority, after a hearing, for any good cause related to performance of duty.

## Economic Sustainability Commission

### Meetings and Officers of Economic Sustainability Commission

(a) The commission shall hold regular meetings at least monthly at such times and places as it shall designate. (Amend. 6/7/05)

(b) A quorum for the commission shall consist of five members, except that if there are two or more vacant seats, a quorum shall consist of four members. All actions of the commission shall be taken by majority vote of those present and voting, a quorum being present. (Amend. 6/7/05)

(c) Abstention from voting is strongly discouraged except in circumstances when a member has a direct financial interest in the outcome of the matter at issue. Abstention shall not be required in any case, but members are expected to disclose potential conflicts of interest that are not apparent from the nature of the matter at issue.

(d) The commission shall designate one of its members to serve as chairperson and one to serve as vice-chairperson. These officers shall be selected annually at the commission's first meeting in April and shall serve for terms of one year unless their terms of appointment to the commission sooner expire. A member may be selected to serve as chairperson for not more than two consecutive full one-year terms. The chairperson and vice-chairperson may take part in all deliberations and vote on all issues. (Amend. 12/8/08)

### Powers and Duties of Economic Sustainability Committee

(a) The commission may: (Amend. 6/7/05)

(1) Evaluate commercial growth, development, and redevelopment to ensure projects correspond with the town's sustainability goals and the triple bottom-line sustainability principles:

- Do no harm to the environment and protect natural resources.
- Adhere to the principles of social justice and equity in economic and community development efforts.
- Return strong stakeholders value.

(2) Promote the development and expansion of diverse job opportunities, providing for economic opportunity and mobility.

(3) Administer the Revolving Loan Fund.

(4) Work closely with the Town Manager or his designee for dealing with sustainability issues.

(5) Make studies and recommend to the Board plans, goals, and objectives relating to the growth, development, and redevelopment of the town.

(6) Recommend to the Board site-specific plans for the commercial development of various lots within the town, showing recommended types of development for these specific lots.

(7) Recommend to the Board plans for the improvement of access to and circulation within the town by motorists (including parking), public transportation users, bicyclists, and pedestrians.

(8) Upon request of the board of adjustment or board of aldermen, make recommendations to the respective board on requests for special or conditional use permits or land use ordinance text or zoning map changes.

(9) Perform any other duties assigned by the Board.

(b) The commission may adopt rules and regulations governing its procedures and operations not inconsistent with the provisions of this chapter.

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## Environmental Advisory Board

### MEETING DATE AND TIME

- 6:30 p.m.
- 1st Thursday of each month

### ENVIRONMENTAL ADVISORY BOARD MEMBERSHIP

Seat Category	Seat Requirements
Regular Member	Appointed by the Board of Aldermen, Must Reside, Own Property, or Operate a Business within the Town's Planning Jurisdiction
Regular Member	Appointed by the Board of Aldermen, Must Reside, Own Property, or Operate a Business within the Town's Planning Jurisdiction
Regular Member	Appointed by the Board of Aldermen, Must Reside, Own Property, or Operate a Business within the Town's Planning Jurisdiction
Regular Member	Appointed by the Board of Aldermen, Must Reside, Own Property, or Operate a Business within the Town's Planning Jurisdiction
Regular Member	Appointed by the Board of Aldermen, Must Reside, Own Property, or Operate a Business within the Town's Planning Jurisdiction
Regular Member	Appointed by the Board of Aldermen, Must Reside, Own Property, or Operate a Business within the Town's Planning Jurisdiction
Regular Member	Appointed by the Board of Aldermen, Must Reside, Own Property, or Operate a Business within the Town's Planning Jurisdiction
Non-Voting Liaison	Carrboro Board of Aldermen Liaison

## Environmental Advisory Board

### Appointing Body

All regular members are appointed by the Town of Carrboro Board of Aldermen.

### Enabling Legislation – Town Code Section 15-45

#### Environmental Advisory Board Established

(a) There shall be an Environmental Advisory Board (EAB), which shall consist of seven members appointed by the Board of Alderman. All members of the EAB shall either reside, own property, or operate a business within the town's planning jurisdiction.

(b) EAB members shall be appointed for three year staggered terms, but members may continue to serve until their successors have been appointed. The initial terms of all members shall expire on January 31, 1996. Effective February 1, 1996, three members shall be appointed for three year terms, two members for two year terms, and two members for one year terms. Vacancies shall be filled for the unexpired terms only.

(c) Members may be appointed to successive terms without limitation.

#### Regular members may be removed as follows:

(1) The chair shall file or caused to be filed with the town clerk an attendance report after each meeting identifying those members who are present or absent.

(2) Unless the chair waives the requirement, members shall be removed if they are absent for three consecutive meetings or if they miss more than 30% of the meetings during a twelve-month period. The town clerk shall notify the chair in writing as soon as a member becomes subject to removal under this section. The chair will have ten days after receipt of such notice to waive the removal. If the chair fails to notify the town clerk in writing within ten days after receipt of such notice that the automatic removal requirements should be waived, the town clerk will send the removal notice to the member. This removal shall be effective on the date of such notice.

(3) Members may also be removed by the Board of Aldermen



# Environmental Advisory Board

## Organization and Meetings of the Environmental Advisory Board

- (a) The EAB shall establish a regular meeting schedule. All meetings shall be open to the public and notification of such meetings shall conform to the requirements of the Open Meetings Law. Powers and Duties of Arts Committee
- (b) A quorum shall be present for the EAB to take official action, and all actions shall be taken by majority vote. A quorum shall consist of four members if all seats on the EAB are filled and three members if there are one or more vacancies on the board.
- (c) The EAB shall select one of its members to serve as chair and one member to serve as vice-chair. These officers will be chosen annually at the EAB's first meeting in March and shall serve for terms of one year unless their terms of appointment to the EAB sooner expire. Vacancies shall be filled for the unexpired term only. A member may be selected to serve as chair for not more than two consecutive full one-year terms. The chair and vice-chair may take part in all deliberations and vote on all issues. (AMENDED 01/27/09)

## The Environmental Advisory Board may:

- (1) Advise the Board of Alderman on policies, ordinances, and administrative procedures regarding environmental protection and the conservation of natural resources. The areas of review for the EAB include new development, solid waste, air quality, stormwater management, climate protection and resilience, energy conservation, solar energy, groundwater, natural resources, and other areas.
- (2) Provide recommendations for green building and low impact development as part of new development and redevelopment, including site planning and design, energy efficiency and renewable energy, water efficiency, materials efficiency and waste reduction, indoor environmental quality, and the minimization of pollution and stormwater runoff.
- (3) Adopt a set of guiding principles or goals for the EAB and review these goals periodically to determine if they are being obtained.
- (4) Take any other action authorized by this chapter or any other ordinance or resolution of the Board of Alderman

## Greenways Commission

### MEETING DATE AND TIME

- The Greenways Commission shall hold regular meetings at least quarterly. Historically, meetings have occurred on the 3<sup>rd</sup> Monday of a month and have not occurred in the middle of the summer or near the winter holiday.

### GREENWAYS COMMISSION MEMBERSHIP

Seat Category	Seat Requirements
Regular Member	Appointed by the Board of Aldermen, Must Reside within Town
Regular Member	Appointed by the Board of Aldermen, Must Reside within Town
Regular Member	Appointed by the Board of Aldermen, Must Reside within Town
Regular Member	Appointed by the Board of Aldermen, Must Reside within Town
Regular Member	Appointed by the Board of Aldermen, Must Reside within Town
Regular Member	Appointed by the Board of Aldermen, Must Reside within Town
Non-Voting Liaison	Carrboro Board of Aldermen Liaison
Non-Voting Liaison*	Carrboro Board of Aldermen Liaison

\*Optional 2<sup>nd</sup> Board Liaison Member

## Greenways Commission

### Appointing Body

All regular members are appointed by the Town of Carrboro Board of Aldermen.

### Enabling Legislation – Town Code Section 3-24.7

#### Greenways Commission Established

(a) There shall be a Greenways Commission composed of one or two members of the Board of Aldermen appointed by the Board as liaison members, plus six other members appointed by the Board of Aldermen. All persons appointed or reappointed to the Commission after the effective date of this subsection shall be residents of the Town, and residency within the Town shall be a continuing requirement for membership on the Commission. However, any member of the Commission who does not reside within the Town on the effective date of the amendment to this subsection shall be allowed to remain as a member of the Commission until that member's term expires and a successor has been appointed and qualifies (Amend. 9/18/12).

(b) Staff representation shall be requested from the following groups to maximize coordination of greenway planning and construction in and around the Town:

OWASA (1 representative)

Town of Chapel Hill (1 representative)

University of North Carolina – Chapel Hill (1 representative)

Orange County (1 representative)

These members will be non-voting and recommended appointees will be submitted by their respective agency to the Board of Aldermen for acceptance.

(c) Members of the commission, other than the Board liaison members, shall serve three-year staggered terms, but members may continue to serve until their successors are appointed and qualified. The terms of the members shall continue as they exist on the effective date of this amendment.

(d) The Board liaison member(s) shall serve at the pleasure of the Board

#### Regular members may be removed as follows:

(1) The chairman 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 chairman waives the requirement, 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 chairman in writing as soon as a member becomes subject to removal under this section. The chairman will have ten days after receipt of such notice to waive the removal. If the chairman fails to notify the town

## Greenways Commission

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.

(3) Members may also be removed by the appointing authority, after a hearing, for any good cause shown related to performance of duty.

### Meetings and Officers of Greenways Commission

(a) The commission shall hold regular meetings at least quarterly at such times and places as it shall designate. (Amend. 8/23/11)

(b) A quorum shall consist of a majority of the non-vacant seats on the commission except that in no case shall a quorum consist of fewer than four members. (Amend. 3/16/10, 1/14/14)

(c) Abstention from voting is strongly discouraged except in circumstances when a member has a direct financial interest in the outcome of the matter at issue. Abstention shall not be required in any case, but members are expected to disclose potential conflicts of interest that are not apparent from the nature of the matter at issue.

(d) The commission shall designate one of its members to serve as chairperson and one to serve as vice-chairperson. These officers shall be selected annually at the commission's first meeting in April and shall serve for terms of one year unless their terms of appointment to the commission sooner expire. A member may be selected to serve as chairperson for not more than two consecutive full one-year terms. The chairperson and vice-chairperson may take part in all deliberations and vote on all issues. (Amend. 12/8/08)

### Powers and Duties of Greenways Commission

(a) The commission shall recommend to the Board policies, programs, and actions that may assist the town in safeguarding the water quality, environment and livability of the community by establishing greenways. For purposes of this section, the term "greenways" refers to unbroken chains of preserved open space surrounding stream and wildlife corridors, headwaters, water recharge areas, and significant ecosystems that also provide bicycle and pedestrian connections between neighborhoods and for the community. The commission may also encourage effective stewardship and management of such greenways and promote educational, recreational, and public health usage consistent with the protection of this resource.

(b) The commission may adopt rules and regulations governing its procedures and operations not inconsistent with the provisions of this chapter.

## Human Services Advisory Commission

### MEETING DATE AND TIME

- 7:30 P.M.
- Meetings only occur during the Town's budget cycle (Between February and June)

### HUMAN SERVICES ADVISORY COMMISSION MEMBERSHIP

Seat Category	Seat Requirements
Regular Member	Appointed by the Board of Aldermen, Must Reside within Town
Regular Member	Appointed by the Board of Aldermen, Must Reside within Town
Regular Member	Appointed by the Board of Aldermen, Must Reside within Town
Regular Member	Appointed by the Board of Aldermen, Must Reside within Town
Regular Member	Appointed by the Board of Aldermen, Must Reside within Town
Regular Member	Appointed by the Board of Aldermen, Must Reside within Town
Regular Member/ETJ Resident	Appointed by the Board of Aldermen, Must Reside within Town or Town's ETJ
Non-Voting Liaison	Carrboro Board of Aldermen Liaison

## Human Services Advisory Commission

### Appointing Body

All regular members are appointed by the Town of Carrboro Board of Aldermen.

### Enabling Legislation – Town Code Section 3-7

#### Human Services Advisory Commission Established

(a) There shall be a Human Services Advisory Commission consisting of seven members appointed by the Board of Aldermen. Members shall be residents of the Town of Carrboro and one member may be a resident of either the town or the town's extraterritorial planning area.

#### Regular members may be removed as follows:

(1) The chairman 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 chairman waives the requirement, 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 chairman in writing as soon as a member becomes subject to removal under this section. The chairman will have ten days after receipt of such notice to waive the removal. If the chairman 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.

(3) Members may also be removed by the appointing authority, after a hearing, for any good cause.

(4) Members who represent the local school system shall automatically be removed from the commission if their affiliation with these units ends. (Amend. 5/27/86, 12/8/08)

(c) The members of the commission shall serve three-year staggered terms. The terms of all members appointed on the effective date of this subsection and the terms of all seats that are vacant on the effective date of this sub-section shall expire on January 31, 1987. Effective February 1, 1987, three members shall be appointed for initial terms of three years, two members shall be appointed for initial terms of two years, and two members shall be appointed for initial terms of one year. (Amend. 5/27/86)

(d) Members of the commission may be appointed to successive terms without limitation.

## **Human Services Advisory Commission**

### **Meetings and Officers of Human Services Advisory Commission**

- (a) The commission shall meet primarily at budget time, but may also be requested to meet at any time throughout the year that a request for funding is received by the town from any non- departmental agency. The commission shall publish a schedule of its proposed meetings in accordance with the Open Meetings Law.
- (b) A quorum for the commission shall consist of four members, except that if there are two or more vacant seats, a quorum shall consist of three members. All actions of the commission shall be taken by majority vote and those present and voting, a quorum being present.
- (c) The Board of Aldermen shall appoint a chairperson and vice-chairperson of the commission. These officers shall serve annual terms unless their terms of appointment to the commission sooner expire. A member may be selected to serve as chairperson for not more than two consecutive full one-year terms. Vacancies shall be filled for the unexpired terms only. The chairperson and vice-chairperson may take part in all deliberations and vote on all issues. (Amend. 12/8/08)

### **Powers and Duties of the Human Services Advisory Commission**

- (a) The principal function of the commission shall be to study all funding applications received by the town from non- departmental agencies and to make recommendations to the Board of Aldermen on these funding requests. The Board of Aldermen may establish a specific budget amount and direct that the sum total of all the commission's funding recommendations not exceed this budgeted amount.
- (b) The commission shall perform such other duties as may be assigned from time to time by the Board of Aldermen.

## Northern Transition Area Advisory Committee

### MEETING DATE AND TIME

- 7:30 p.m.
- 3rd Monday of each month

### NORTHERN TRANSITION AREA ADVISORY COMMITTEE MEMBERSHIP

Seat Category	Seat Requirements
Regular Member – Orange County Appointee	Appointed by the Orange County Board of Commissioners*, Resident of the Northern Transition Area
Regular Member – Orange County Appointee	Appointed by the Orange County Board of Commissioners*, Resident of the Northern Transition Area
Regular Member – Orange County Appointee	Appointed by the Orange County Board of Commissioners*, Resident of the Northern Transition Area**
Regular Member – Carrboro Appointee	Appointed by the Board of Aldermen, Resident of the Northern Transition Area**
Regular Member – Carrboro Appointee	Appointed by the Board of Aldermen, Resident of the Northern Transition Area**
Non-Voting Liaison	Carrboro Board of Aldermen Liaison

\*If the Board of Commissioners fails to make these appointments within ninety days after receiving a resolution from the Board of Aldermen requesting that they be made, the Board of Aldermen may make them.

\*\*For the purposes of this section, the Northern Transition Area shall include those unannexed portions of the Northern Study Area. The Northern Study Area is defined as follows: The boundaries of this area are Carrboro's joint planning jurisdiction line to the north and Carrboro's Town limits to the south. The Carrboro/Chapel Hill joint planning jurisdiction line serves as the boundary to the east. It begins north of Eubanks Road, follows Rogers Road to Homestead, then proceeds southwest on Homestead road to High School Road and finally turns south and east to the railroad right-of-way. A primary ridge line serves as the northwest boundary line just east of Union Grove Church Road down to Dairyland Road, where the road serves as the boundary heading southeast until it intersects, and Old NC 86 serves as the boundary then turning southeast and running along Hillsborough Road to Greensboro Street.



## Northern Transition Area Advisory Committee

### Appointing Body

Members are appointed by the Town of Carrboro Board of Aldermen and the Orange County Board of Commissioners.

### Enabling Legislation – Town Code Section 15-27

#### Northern Transition Area Advisory Committee Established

(a) There shall be a Northern Transition Area Advisory Committee consisting of five members, three appointed by the Orange County Board of Commissioners and two by the Board of Aldermen. If the Board of Commissioners fails to make these appointments within ninety days after receiving a resolution from the Board of Aldermen requesting that they be made, the Board of Aldermen may make them. All members shall be residents of the Northern Transition Area. For the purposes of this section, the Northern Transition Area shall include those unannexed portions of the Northern Study Area. The Northern Study Area is defined as follows: The boundaries of this area are Carrboro's joint planning jurisdiction line to the north and Carrboro's Town limits to the south. The Carrboro/Chapel Hill joint planning jurisdiction line serves as the boundary to the east. It begins north of Eubanks Road, follows Rogers Road to Homestead, then proceeds southwest on Homestead road to High School Road and finally turns south and east to the railroad right-of-way. A primary ridge line serves as the northwest boundary line just east of Union Grove Church Road down to Dairyland Road, where the road serves as the boundary heading southeast until it intersects, and Old NC 86 serves as the boundary then turning southeast and running along Hillsborough Road to Greensboro Street.

(b) Members of the committee shall be appointed for three year staggered terms, but members may continue to serve until their successors have been appointed. Initially the terms of all membership seats on the committee shall expire on January 31, 2000. Thereafter, one county appointee and one town appointee shall be appointed for three-year terms, one county appointee and one town appointee shall be appointed for two-year terms, and one county appointee shall be appointed for a term of one year. All members shall thereafter be appointed for terms of three years but shall be limited to no more than two consecutive three-year terms.

#### **Regular members may be removed as follows:**

(1) The same provisions that govern the removal of planning board members (Subsection 15-21(e)) shall apply to committee members.

## **Northern Transition Area Advisory Committee**

### **Meetings and Officers of Northern Transition Area Advisory Committee**

- (1) The committee shall establish a regular meeting schedule. Minutes shall be kept of all meetings.
- (2) A quorum for the committee shall consist of three members. A quorum is necessary for the committee to take official action.
- (3) All actions of the committee shall be taken by majority vote, a quorum being present.
- (4) The committee shall designate one of its members to serve as chair and one member to serve as vice-chair. These officers shall be selected annually at the committee's first regular meeting in February and shall serve for terms of one year unless their terms of appointment to the committee sooner expire. A member may be selected to serve as chair for not more than two consecutive full one-year terms. Vacancies shall be filled for the unexpired terms only. The chair and vice-chair may take part in all deliberations and vote on all issues.

### **Powers and Duties of the Northern Transition Area Advisory Committee**

- (1) Review zoning amendment requests and special and conditional use permit applications for developments within the Northern Transition Area and make recommendations on the same to the board of adjustment or Board of Aldermen, respectively.
- (2) Initiate studies related to the special character of the Northern Study Area.
  - a) Inventory of areas of cultural, archaeological, or historical significance.
  - b) Inventory of open space character and scenic qualities.
  - c) Inventory of agricultural uses
    1. Land in Use Value
      - a. Horticultural
      - b. Agricultural
      - c. Timber
    2. Farming as business
      - a. Large field crops
      - b. Metro farms, specialty crops

## Northern Transition Area Advisory Committee

### d) Inventory of biological value Art.

1. Tree species diversity, exceptional tracts of forest land

2. Rare occurrences (i.e. Upland Depression Swamp)

3. Wildlife

a. Audubon annual bird count

b. Deer population

(3) Use the studies above as the basis of its development of, and recommendations for, additional policies, objectives, goals, plans, ordinances, and administrative actions that will preserve and enhance that special character, and relate to its growth.

(4) Develop and recommend to the Board of Aldermen policies, ordinances, administrative procedures and other means for carrying out plans in an efficient and coordinated manner.

(5) Track and review other studies and plans that will have an impact on the Northern Study Area – including those of the Chapel Hill Town Council, The Orange County Board of County Commissioners and their appointed committees – and give feedback to the originating governing body.

(6) Meet annually with the Carrboro Planning Board for a joint planning session.

(7) Submit regular reports to the Orange County Board of Commissioners

(8) Perform other duties as assigned by the Board of Aldermen.

## Planning Board

### MEETING DATE AND TIME

- 7:30 p.m.
- 1<sup>st</sup> and 3<sup>rd</sup> Thursday of each month

### PLANNING BOARD MEMBERSHIP

Seat Category	Seat Requirements
Regular Member	Appointed by the Board of Aldermen, Reside within the Town
Regular Member	Appointed by the Board of Aldermen, Reside within the Town
Regular Member	Appointed by the Board of Aldermen, Reside within the Town
Regular Member	Appointed by the Board of Aldermen, Reside within the Town
Regular Member	Appointed by the Board of Aldermen, Reside within the Town
Regular Member	Appointed by the Board of Aldermen, Reside within the Town
Regular Member	Appointed by the Board of Aldermen, Reside within the Town
Regular Member	Appointed by the Board of Aldermen, Reside within the Town
Regular Member	Appointed by the Board of Aldermen, Reside within the Town
Extraterritorial Planning Area Member	Appointed by the Orange County Board of Commissioners*
Joint Planning Transition Area Member	Appointed by the Orange County Board of

	Commissioners*
Non-Voting Liaison	Carrboro Board of Aldermen Liaison

\*If the Board of Commissioners fails to make these appointments within ninety days after receiving a resolution from the Board of Aldermen requesting that they be made, the Board of Aldermen may make them.

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## Planning Board

### Appointing Body

All regular members are appointed by the Town of Carrboro Board of Aldermen.

### Enabling Legislation – Town Code Section 15-21

#### Planning Board Established

(a) There shall be a planning board consisting of eleven members. Nine members appointed by the Board of Aldermen, shall reside within the town. One member, appointed by the Orange County Board of Commissioners, shall reside within the town's extraterritorial planning area. One member, appointed by the Orange County Board of Commissioners, shall reside within the town's joint planning transition area. If the Orange County Board fails to make these appointments within ninety days after receiving a resolution from the Board of Aldermen requesting that they be made, the Board of Aldermen may make them. (AMENDED 5/26/81; 5/27/86; 11/14/88; 09/13/94; 4/25/06)

(b) Planning board members shall be appointed for three year staggered terms, but members may continue to serve until their successors have been appointed. Vacancies shall be filled for the unexpired terms only. (AMENDED 05/27/86; 11/14/88; 4/25/06)

(c) The term of one of the new in-town members shall expire January 31, 2009 (this seat replaces the vacant seat of an ETJ member whose term would have expired on that date) and the term of the other new in-town member shall expire January 31, 2007 (this seat replaces the vacant seat of a transition area member whose term would have expired on that date). (AMENDED 4/25/06)

(d) All members may participate in and vote on all issues before the board, regardless of whether the issue affects property within the town or within the extraterritorial planning area.

#### Regular members may be removed as follows:

(1) The chairman 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 chairman waives the requirement, 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 chairman in writing as soon as a member becomes subject to removal under this section. The chairman will have ten days after receipt of such notice to waive the removal. If the chairman 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.

(3) Members may also be removed by the appointing authority, after a hearing, for any good cause shown related to performance of duty.

## Planning Board

### Meetings and Officers of Planning Board

- (a) The planning board shall establish a regular meeting schedule and shall meet frequently enough so that it can take action in conformity with Section 15-66 (Applications to be Processed Expeditiously).
- (b) Since the board has only advisory authority, it need not conduct its meetings strictly in accordance with the quasi-judicial procedures set forth in Articles IV, V, and VI. However, it shall conduct its meetings so as to obtain necessary information and to promote the full and free exchange of ideas.
- (c) Minutes shall be kept of all board procedures and the vote of every member on each issue shall be recorded.
- (d) All board meetings shall be open to the public, and whenever feasible the agenda for each board meeting shall be made available in advance of the meeting.
- (e) Whenever the board is called upon to make recommendations concerning a conditional use permit request, special use permit request, or a minor zoning amendment proposal, the planning staff shall post on or near the subject property one or more notices that are sufficiently conspicuous in terms of size, location, and content to provide reasonably adequate notice to potentially interested persons of the matter that will appear on the board's agenda at a specified date and time. Such notice(s) shall be posted at least seven days prior to the meeting at which the matter is to be considered.
- (f) The planning board shall designate one of its members to serve as chair, one member to serve as first vice-chair and one member to serve as second vice-chair. These officers shall be selected annually at the board's first regular meeting in February and shall serve for terms of one year unless their terms of appointment to the board sooner expire. A member may be selected to serve as chair for not more than two consecutive full one-year terms. Vacancies shall be filled for the unexpired terms only. (AMENDED 01/10/84; 01/27/09)
- (g) The chair, first vice-chair and second vice-chair may take part in all deliberations and vote on all issues." (AMENDED 01/27/09)

### Powers and Duties of Planning Board

- (a) The planning board may:
  - (1) Make studies and recommend to the Board of Aldermen plans, goals and objectives relating to the growth, development and redevelopment of the town and the surrounding extraterritorial planning area.
  - (2) Develop and recommend to the Board of Aldermen policies, ordinances, administrative procedures and other means for carrying out plans in a coordinated and efficient manner.
  - (3) Make recommendations to the Board of Aldermen concerning proposed conditional use permits and proposed land use ordinance and zoning map changes as provided by Section 15-57 and 15-322.
  - (4) Perform any other duties assigned by the Board of Aldermen.
- (b) The planning board may adopt rules and regulations governing its procedures and operations not inconsistent with the provisions of this chapter.

## Recreation and Parks Commission

### MEETING DATE AND TIME

- 7:00 p.m.
- 1st Monday of each month

### RECREATION AND PARKS COMMISSION MEMBERSHIP

Seat Category	Seat Requirements
Regular Member	Appointed by the Board of Aldermen, Resident of the Town
Regular Member	Appointed by the Board of Aldermen, Resident of the Town
Regular Member	Appointed by the Board of Aldermen, Resident of the Town
Regular Member	Appointed by the Board of Aldermen, Resident of the Town
Regular Member	Appointed by the Board of Aldermen, Resident of the Town
Regular Member	Appointed by the Board of Aldermen, Resident of the Town
Regular Member	Appointed by the Board of Aldermen, Resident of the Town
Regular Member	Appointed by the Board of Aldermen, Resident of the Town
Regular Member	Appointed by the Board of Aldermen, Resident of Orange County
Regular Member	Appointed by the Board of Aldermen, Resident of Orange County
Non-Voting Liaison Carrboro Board of Aldermen	Appointed by the Board of Aldermen from its membership
Non-Voting Liaison CHCCS	Selected by the Chapel Hill-Carrboro City Schools Board of Education from its membership at its organizational meeting and appointed by the Carrboro Board of Aldermen.



## Recreation and Parks Commission

### Appointing Body

All regular members are appointed by the Town of Carrboro Board of Aldermen.

### Enabling Legislation – Town Code Section 3-27

#### Recreation and Parks Commission Established

(a) There shall be a recreation and parks commission composed of ten voting members appointed by the Board of Aldermen, and two non-voting liaison members. Eight of the voting members shall be residents of the Town and two shall be residents of Orange County, outside the Town's corporate limits. However, if despite its good faith efforts the Town is unable to fill the out-of-town seats with qualified out-of-town residents, then the seats may be filled by Town residents. One non-voting member shall be appointed by the Board of Aldermen from its membership at its organizational meeting, and one non-voting member shall be selected by the Chapel Hill-Carrboro City Schools Board of Education from its membership at its organizational meeting and appointed by the Carrboro Board of Aldermen.

(Amend. 5/11/80, 1/27/87, 12/8/08, 4/22/14)

(b) Members of the commission shall serve three-year staggered terms, but members may continue to serve until their successors are appointed and qualified. Initially, the terms of all seats on the commission on the effective date of this subsection (whether filled or vacant) shall expire on January 31, 1987. Effective February 1, 1987, two in-town at-large members and one out-of-town at large member shall be initially appointed for three year terms; three in-town at-large members and one out-of town at-large member shall be initially appointed for two-year terms; and two in-town at large members and the school representative shall be initially appointed for one-year terms. Vacancies shall be filled for the unexpired terms only. (Amend. 5/13/80, 5/27/86, 12/8/08)

#### Regular members may be removed as follows:

(1) The chairman 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 chairman waives the requirement, 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 chairman in writing as soon as a member becomes subject to removal under this section. The chairman will have ten days after receipt of such notice to waive the removal. If the chairman 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.

(3) Members may also be removed by the appointing authority, after a hearing, for any good cause shown related to performance of duty.

## **Recreation and Parks Commission**

### **Meetings and Officers of Recreation and Parks Commission**

- (a) The commission shall hold regular meetings at such times and places as it shall designate.
- (b) A quorum for the commission shall consist of six members if there are no vacant seats, five members if there are one or two vacant seats, and four if there are three or more vacant seats. All actions of the commission shall be taken by majority vote, a quorum being present.
- (c) The commission shall designate one of its members to serve as chairperson and one member to serve as vice- chairperson. These officers shall be selected annually at the board's first regular meeting in June and shall serve for terms of one year unless their terms of appointment to the commission expire sooner. A member may be selected to serve as chairperson for not more than two consecutive full one-year terms. Vacancies shall be filled for the unexpired terms only. The chairperson and vice-chairperson may take part in all deliberations and vote on all issues. (Amend. 1/24/84, 12/8/08)

### **Powers and Duties of the Recreation and Parks Commission**

- (a) The commission shall advise the Board of Aldermen and the administration (i.e., the Manager or recreation director) concerning:
  - (1) The acquisition of real or personal property to be used for park or recreation purposes and the maintenance and use of all town-owned, leased or operated parks and recreational facilities;
  - (2) The operation of all recreation programs;
  - (3) Future needs for the acquisition of additional recreation facilities or the expansion of recreational programs and alternative means of acquiring such facilities or operating such programs.
- (b) The commission shall report to the board of aldermen as requested by the Board and shall undertake such studies or perform such duties as the Board may request from time to time.
- (c) The commission may adopt rules and regulations governing its procedures not inconsistent with the provisions of this article.

## Transportation Advisory Board

### MEETING DATE AND TIME

- 7:30 p.m.
- 1<sup>st</sup> and 3<sup>rd</sup> Thursdays of each month

### TRANSPORTATION ADVISORY BOARD MEMBERSHIP

Seat Category	Seat Requirements
Regular Member	Appointed by the Board of Aldermen, Resident of the Town
Regular Member	Appointed by the Board of Aldermen, Resident of the Town
Regular Member	Appointed by the Board of Aldermen, Resident of the Town
Regular Member	Appointed by the Board of Aldermen, Resident of the Town
Regular Member	Appointed by the Board of Aldermen, Resident of the Town
Regular Member	Appointed by the Board of Aldermen, Resident of the Town
Regular Member	Appointed by the Board of Aldermen, Resident of the Town, Town's extraterritorial planning jurisdiction, or the town's joint planning transition area
Regular Member	Appointed by the Board of Aldermen, Resident of the Town
Non-Voting Liaison	Appointed by the Board of Aldermen from its membership

# Transportation Advisory Board

## Appointing Body

All regular members are appointed by the Town of Carrboro Board of Aldermen.

## Enabling Legislation – Town Code Section 3-24

### Transportation Advisory Board Established

(a) There shall be a transportation advisory board (TAB) consisting of eight members appointed by the board of aldermen. Six members shall be residents of the town, and one member shall be a resident either of the town, the town's extraterritorial planning jurisdiction, or the town's joint planning transition area. All such members ("regular members") shall be interested in or have expertise relevant to the duties of the TAB. The eighth member (the "liaison member") shall be a member of the board of aldermen and shall act as a liaison between the board of aldermen and the TAB. (Amend. 4/22/2003, 4/7/2009)

### Regular members may be removed as follows:

(a) The chairman 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.

(b) Unless the chairman waives the requirement, 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 chairman in writing as soon as a member becomes subject to removal under this section. The chairman will have ten days after receipt of such notice to waive the removal. If the chairman 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.

(c) Members may also be removed by the appointing authority, after a hearing, for any good cause related to performance of duty.

(d) The liaison member shall be appointed by the Board every two years at, or shortly after, the Board's organizational meeting when other appointments to Board committees are made. Regular TAB members shall be appointed for three-year staggered terms, but members may continue to serve until their successors have been appointed. The terms of all regular seats on the TAB on the effective date of this subsection (whether filled or vacant) shall expire on January 31, 1987. Effective February 1, 1987, three members shall be initially appointed for three-year terms, two members shall be initially appointed for two-year terms, and two members shall be initially appointed for one-year terms. Vacancies shall be filled for the unexpired terms only. (Amend. 5/27/86)

(e) Members may be appointed to successive terms without limitation.

# **Transportation Advisory Board**

## **Meetings and Officers of Transportation Advisory Board**

- (a) The TAB shall hold regular meetings at least twice monthly at such times and places as it shall designate.
- (b) A quorum for the TAB shall consist of four regular members, except that if there are two or more vacant seats, a quorum shall consist of three regular members. All actions of this board shall be taken by majority vote of those present and voting, a quorum being present. The liaison member may participate in all deliberations but shall have no vote.
- (c) The TAB shall designate one of its members to serve as chairperson and one member to serve as vice-chairperson. These officers shall be selected annually at the board's first regular meeting in November and shall serve for terms of one year unless their terms of appointment to the board sooner expire. A member may be selected to serve as chairperson for not more than two consecutive full one-year terms. Vacancies shall be filled for the unexpired terms only. The chairperson and vice-chairperson may take part in all deliberations and vote on all issues. (Amend.1/24/84, 12/8/08)

## **Powers and Duties of the Transportation Advisory Board**

- (a) The TAB shall conduct studies and advise and make recommendations to the board of aldermen concerning all matters relating to the transportation within the Town of Carrboro and the surrounding area, including, but not limited to, the need for the construction, operation, relocation, or improvement of streets, sidewalks, and bikeways, as well as the establishment and improvement of alternative methods of mass transportation.
- (b) The TAB shall report to the board of aldermen as requested by the Board and shall undertake such studies or perform such duties as the Board may request from time to time.
- (c) The TAB may adopt rules and regulations governing its procedures not inconsistent with the provisions of Sections 3-24 through 3-24.2.

## Youth Advisory Board

### MEETING DATE AND TIME

- TBD

### YOUTH ADVISORY BOARD MEMBERSHIP

Seat Category	Seat Requirements
Regular Member, Carrboro High School	Selected by the Mayor's Office
Regular Member, Carrboro High School	Selected by the Mayor's Office
Regular Member, Carrboro High School	Selected by the Mayor's Office
Regular Member, Chapel Hill High School	Selected by the Mayor's Office
Regular Member, Chapel Hill High School	Selected by the Mayor's Office
Regular Member, Chapel Hill High School	Selected by the Mayor's Office
Regular Member, Private School/Homeschool	Selected by the Mayor's Office
Regular Member, Private School/Homeschool	Selected by the Mayor's Office
Regular Member, Private School/Homeschool	Selected by the Mayor's Office
Regular Member, Private School/Homeschool	Selected by the Mayor's Office
Regular Member, Private School/Homeschool	Selected by the Mayor's Office

### Appointing Body

All members are appointed by the Mayor's Office in consultation with the staff liaison.

### Enabling Legislation – Town Code Section 3-24.13

There shall be a Carrboro Youth Advisory Board composed of no fewer than seven (7) and no more than eleven (11) voting members. These members shall be selected by the Mayor's Office in consultation with the staff liaison and shall be composed as follows:

- (1) All members shall be between the ages of 15 and 18 years old, and shall reside, work in or attend public, private or homeschool classes in Carrboro;
- (2) No member may be enrolled as a full-time college student;

- (3) To the extent possible, there shall be an equal number of representatives from Carrboro High School and from Chapel Hill High School, and no more than three (3) members shall attend each of those schools;
- (4) To the extent possible, the membership of the Board should reflect the demographic diversity of the population of students eligible for membership residing or attending school in Carrboro.

(b) The purpose of the Carrboro Youth Advisory Board is to provide young people with an opportunity to participate in an advisory capacity in the decision-making process of local government, and to provide input to the Board of Aldermen about issues affecting young people and regarding how local government policies and actions affect young people. The Mayor's Office in consultation with the staff liaison will select members in the fall of each school year for a one year term which coincides with the current school year. Members may be reappointed for up to three (3) terms.

(c) The Carrboro Youth Advisory Board shall report to the Mayor. The Assistant to the Town Manager shall serve as staff to the Carrboro Youth Advisory Board and shall serve as Staff Liaison to the Board.

(d) At the first meeting of the Carrboro Youth Advisory Board each school year, the members of the Board shall elect a Chair and a Vice Chair to preside over the Board's meetings. Members shall only be eligible to serve as Chair or Voice Chair for one term.

(e) The Carrboro Youth Advisory Board shall meet one time each month. All meetings of the Carrboro Youth Advisory Board shall be open to the public, and shall be subject to North Carolina's open meeting statutes. The Mayor or the Staff Liaison may request information from members of the Board between Board meetings from time to time, and Board members are expected to be available and responsive to such requests.

(f) A simple majority of the members of the Board shall constitute a quorum.

(g) Board members shall be expected to attend and actively participate in all Board meetings. It is also expected that Board members will be asked, or required, to attend occasional leadership development programs and Board of Aldermen meetings (or other Town Advisory Board meetings). Board members are expected to actively participate in the preparation of written reports to the Board of Aldermen on matters which are referred to the Board for comment, and may be asked to make presentations to the Board of Aldermen.

(h) Members of the Carrboro Youth Advisory Board may be removed by the Board of Aldermen if they are absent from two (2) consecutive Board meetings without having notified the Board Chair and the Staff Liaison that they will be unable to attend. Members may also be removed from the Board by the Board of Aldermen for conduct detrimental to the performance and function of the Board.

## ORANGE COUNTY ADVISORY BOARDS WITH CARRBORO MEMBERSHIPS

### Orange County Human Relations Commission

#### Meetings

- 7:15 p.m.
- 2nd Monday of each month
- Orange County Government Services Building  
208 S. Cameron St.  
Hillsborough, NC 27278

#### Appointments

The Orange County Human Relations Commission has two seats reserved for Carrboro residents. The Board of Aldermen will consider applications for the Commission and recommend appointment to the Commission via resolution to the Board of County Commissioners. The Board of County Commissioners makes the final appointment decision.

#### Duties and Responsibilities

The Town of Carrboro has two representatives on the Orange County Human Relations Commission. As a member, you will:

- Seek to prevent and eliminate bias and discrimination because of race, color, creed, religion, ancestry, national origin, sex, affectional preference, disability, age, marital status, or status with regard to public assistance, by means of education, persuasion, conciliation and enforcement, and utilize all of the powers at its disposal to execute the provisions of this title.
- Advise the Board of County Commissioners with respect to matters relating to the Commission's purpose.
- Cooperate with and seek to advise and coordinate the activities of persons or groups interested in the objectives of this title.
- Receive, or on the basis of its own information, initiate, complaints alleging discrimination and conduct such investigations and inquiries as may reasonably appear necessary to find the facts with respect thereto.
- Conduct public meetings and hearings, and gather and disseminate information to governmental agencies and to the public.



## APPOINTMENTS TO AUTHORITIES

### OWASA BOARD OF DIRECTORS

#### Meetings

- 7:00 p.m.
- 2nd Thursday of each month  
OWASA Building  
400 Jones Ferry Road  
Carrboro, NC 27510
- 4th Thursday of each month  
Chapel Hill Town Hall  
405 Martin Luther King Jr. Blvd.  
Chapel Hill, NC 27514

#### Appointments

The OWASA Board of Directors has two seats reserved for Carrboro residents appointed by the Board of Aldermen. The Board of Aldermen will consider applications for the Board of Directors and make those appointments by the method established in this policy.

#### Term

Terms will be for a period of two years and expire in June.

#### Duties and Responsibilities

The Town of Carrboro has two representatives on the Orange Water and Sewer Authority (OWASA) Board of Directors. As members of the OWASA Board, you will:

- Assist in establishing operating policies in such areas as personnel, purchasing, budgeting, water and sewer expansion, reimbursement agreements, rates, billing and similar areas of operation.
- Assist in the overview and approval of general system development, such as new water supplies, new wastewater treatment facilities, water transmission mains, and sewer outfall lines.
- Share in the responsibility for the fiscal integrity of the Orange Water and Sewer Authority.
- Report to the Carrboro Board of Aldermen as requested by the board and perform such duties as the Board may request from time to time.

## TOURISM DEVELOPMENT AUTHORITY

### Meetings

- Determined in advance by TDA and posted
- Town Hall  
301 West Main Street  
Carrboro, NC 27510

### Appointments

The CTDA shall consist of three members appointed by the Board of Aldermen. Members need not reside within the town, but at least one-third of the members must be individuals who are affiliated with businesses that collect the tax in the town, and at least three-fourths of the members must be individuals who are currently active in the promotion of travel and tourism in the town.

### Term

The initial terms of all appointees shall expire on January 31 of the year that follows the initial appointments. Subsequent terms shall run from February 1 of one year to January 31 of the following year. Vacancies shall be filled for the remainder of the unexpired term. Members may be appointed to successive terms without limitation.

Members shall serve at the pleasure of the Board of Aldermen and may be removed by the Board at any time with or without cause.

### Duties and Responsibilities

The CTDA shall expend the net proceeds of the tax levied under this Chapter for the purposes provided in this Section 8A-4. The Authority shall promote travel, tourism, and conventions in the town, sponsor tourist-related events and activities in the town, and finance tourist-related capital projects in the town. The town's finance officer shall serve ex officio as the finance officer for the CTDA.

The CTDA shall report quarterly and at the close of the fiscal year to the Board of Aldermen on its receipts and expenditures for the preceding quarter and for the year in such detail as the Board may require.

#### Section 8A-4. Distribution and Use of Tax Revenue.

The town shall, on a quarterly basis, remit the net proceeds of the occupancy tax to the Carrboro Tourism Development Authority (CTDA). The CTDA shall use at least two-thirds of the funds remitted to it under this section to promote travel and tourism in Carrboro and shall use the remainder for tourism-related expenditures. The following definitions apply in this section:

- (1) Net Proceeds. Gross proceeds less the cost to the town of administering and collecting the tax, as determined by the finance officer, not to exceed three percent (3%) of the first five hundred thousand dollars (\$500,000) of gross proceeds collected each year and one percent (1%) of the remaining gross receipts collected each year.
- (2) Promote travel and tourism. To advertise or market an area or activity, publish and distribute pamphlets and other materials, conduct market research, or engage in similar promotional

activities that attract tourists or business travelers to the area. The term includes administrative expenses incurred in engaging in these activities.

- (3) **Tourism-related expenditures.** Expenditures that, in the judgment of the CTDA, are designed to increase the use of lodging facilities, meeting facilities, and convention facilities in the town by attracting tourists or business travelers to the town. The term includes tourism-related capital expenditures.

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