



## **Carrboro Stormwater Advisory Commission Charter**

### **Composition – 7 members**

- Five residents of the Town of Carrboro, to be appointed by the Board of Aldermen
- One resident of the Town of Carrboro or the extraterritorial planning jurisdiction, to be appointed by the Board of Aldermen
- One member who is not required to be a resident of the Town of Carrboro, but has special expertise related to stormwater management, to be appointed by the Board of Aldermen
- A liaison from the Board of Aldermen, selected by the Board of Aldermen
- Members shall serve three-year staggered terms, but may continue to serve until their successors have been appointed. Members may be appointed to successive terms in the Board of Aldermen's discretion.

### **Quorum and Voting**

- A quorum will be four of seven members of the Commission.
- Majority vote of the members attending a meeting in which a quorum has been established will constitute a valid vote.

### **Meetings and Engagement**

- The Commission shall hold regular meetings monthly and/or as needed.
- The Commission shall designate one of its members to serve as chairperson and one member to serve as vice-chairperson. Those officers shall be selected annually at the Commission's first regular meeting in December and shall serve terms of one year unless their terms of appointment to the Commission sooner expire. The chairperson and vice-chairperson shall take part in all deliberations and vote on all issues.
- The staff liaison shall notify the chair and Town Clerk on an as needed basis if there are members that are presenting attendance problems.
- Unless the chair waives the requirement, members shall be removed if they are absent without prior notice from three consecutive meetings. 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.
- All meetings will be open public meetings and the Commission shall publish a schedule of its proposed meeting in accordance with the Open Meetings Law.

### **Responsibilities**

- To advise the Board of Aldermen on policies, ordinances and administrative procedures regarding stormwater management;

- To review and make recommendations to the Board of Aldermen for new or revised policies regarding the Town's Stormwater Management Utility and Stormwater Management Enterprise Fund;
- To review and make recommendations to the Board of Aldermen concerning new or revised land use ordinance provisions related to stormwater management;
- To review the Town's Stormwater Management Program and Plan, stormwater compliance activities, and other stormwater related plans, and make recommendations to prioritize or adjust activities;
- To provide recommendations regarding stormwater runoff for new development and re-development projects when requested by the Board or staff;
- To review and approve annual (and other) staff reports to the Board of Aldermen regarding the Town's stormwater management duties; and
- To fulfill the Town's requirements under its NPDES Phase II stormwater permit for citizens' input of stormwater management activities; and
- Organize subcommittees concerning specific topics or issues related to stormwater management as needed or as requested by Town Staff.