Town of Carrboro Advisory Board Recruitment and Appointment Policy

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TOWN OF CARRBORO BOARD OF ALDERMEN
Recruitment and Appointment Policy

Adoption: 11/21/2017

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 consider the following when making appointments:

- Address
- Neighborhood/Geographic location
- Date of Birth
- Length of Residence in Carrboro
- Gender
- Race
- Occupation
- Advisory Board Service

- Experience/Skill Set/Expertise
- Community Activities/Involvement/Organizations

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 and make sure the policy is up-to-date.

Recruitment and Appointment Process

a. Prior to the annual February term expirations, and when midterm vacancies occur, the Town Clerk will advertise that the town is accepting applications for upcoming openings on advisory boards and commissions.

b. Applications will be taken until all seats are filled. 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 apply. Midterm vacancies shall be filled from applications on file without special advertising efforts unless requested by the Board of Aldermen.

c. All new candidates must complete an application to be considered for appointment.

d. Currently serving advisory board members, whose first full 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. The Chair shall provide the recommendation/review form for the current member to the Board of Aldermen, just as with new applicants.

e. The Town Clerk will notify all applicants of receipt of his/her application.

f. The Town Clerk shall forward copies of applications to the advisory board chairs as soon as possible after receiving an application.

g. Each chair shall contact each applicant and invite them to at least one 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.) The chairs shall also talk with the applicants about their interest in serving on the advisory board. Board chairs may meet personally with applicants if a meeting of their board is not anticipated within 30 days following receipt of the applicant's request for appointment. This would be in lieu of having the applicant attend a meeting of that board or commission. If applicants do not 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.

h. The chair of each board shall submit a Recommendation Form/Application Review Form to the Town Clerk within one week of the applicant's attendance at a meeting. If a meeting is not planned, the chair shall

provide a Recommendation Form/Application Review to the Town Clerk within one week of a conversation with the applicant.

i. Copies of all applications and recommendation forms received shall be forwarded to the Mayor and Board of Aldermen.

j. If there are no applicants for the Board in question, the Chair may contact applicants that have applied for other boards. Board chairs should contact the Town Clerk to obtain these applications.

k. If a Recommendation Form has not been received from board chairs within three weeks after being forwarded from the Town Clerk, the Town Clerk shall contact the chair and request a status report.

l. By March 1, the Mayor and Board of Aldermen shall endeavor to make appointments to boards and commissions to fill annual expired terms.

m. The Mayor and Board of Aldermen shall endeavor to make appointments to unexpired terms with vacant seats within one month of the Town Clerk receiving application(s).

n. Appointments to unexpired terms of 12 or fewer months will be simultaneously appointed to the following 3-year term.

o. As a presumptive policy, the Board of Aldermen will not appoint a person to serve on multiple advisory boards or commissions at the same time. However, the Board retains the discretion to make exceptions to this policy. (Amended 4-10-18)

APPOINTMENTS TO AUTHORITIES

The OWASA Board of Directors and Tourism Development Authority are considered "Authorities" under NC General Statutes. The Board of Aldermen will consider applications for those authorities and be responsible for making appointments. The Board may at times choose to interview applicants for the representative seats by any method that they choose. All appointments will be made in open session by the ballot procedures established in the policy.

Advisory Board Appointment Method

The Town Clerk shall provide an information matrix, related to composition information as shown above, for the Board of Aldermen to consider when there are more applications than open seats available. The Board may also request further information from the Town Clerk as it desires.

Unless the Board agrees by majority vote or consensus to follow another procedure, the Board shall use the following procedure to appoint individuals to various subordinate boards and offices:

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.

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 Clerk 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. Members are appointed to staggering three-year terms on all advisory boards that expire annually in February. The Carrboro Tourism Development Authority members are appointed to one-year terms that expire annually in January.

b. Members are limited to two full terms.* After completing two full terms, a member must take off one year before applying for re-appointment to the advisory board. However, a board member may apply to serve on another advisory board if he/she desires. 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.

*Members of the Board of Adjustment, Environmental Advisory Board, Human Services 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 chair or staff liaison of each board or commission shall notify the 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 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 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 as soon as possible.