



## Legislation Text

---

**File #:** 17-319, **Version:** 1

---

**TITLE:**

Adoption of Rules of Procedure for Boards and Commissions, the Advisory Board Recruitment and Appointment Policy, and Associated Ordinance Changes

**PURPOSE:** The purpose of this item is to allow the Board of Aldermen adopt the Rules and Procedures for Boards and Commission, the Advisory Board Recruitment and Appointment Policy, and associated ordinance changes.

**DEPARTMENT:** Town Clerk

**CONTACT INFORMATION:** Catherine Dorando

**INFORMATION:** In coordination with the Town’s Management Team, the draft Rules of Procedure for Boards and Commissions and the Advisory Board Recruitment and Appointment Policies were drafted. These documents are intended to formalize a policy that will allow the Board of Aldermen, staff, and advisory boards to function effectively, efficiently, and consistently. Consistency in process and adherence to public records laws is the impetus behind the creation of these policies.

The Advisory Board Recruitment and Appointment Policy (previously discussed as “Advisory Board Guidelines”) was discussed by the Board in September of 2015. Changes discussed in that that meeting have been incorporated into the policy.

The Town Clerk provided the draft Rules of Procedure for Boards and Commissions document for the Board to discuss during the October 3, 2017 meeting.

Policy questions the board discussed included:

1. Explicitly stating that advisory board members must refrain from voting on items that financially impact themselves or their employer.
  - This has been added to the Rules of Procedure and provided as a Town Code amendment in the attached ordinance.
2. Further clarification of the Board Liaison role. The Board agreed that the position should not be a member nor participate by vote.
  - Alderman Chaney provided language that the attorney has included in the attached ordinance and in the Rules of Procedure.

- The following changed for liaison seats have been proposed in the attached draft ordinance:

	A	B	C	D	E	F
1	Board	Board Liaison Referenced in Town Code	Member	Vote?	Town Code Section	Amendment Suggested
2	Affordable Housing Advisory Commission	Yes	No	No	3-24.14	
3	Appearance Commission	NO				
4	Arts Committee	NO				
5	Board of Adjustment	NO				
6	Economic Sustainability Commission	No			3-24.3	
7	Environmental Advisory Board	NO				
8	Greenways Commission	YES	Yes	YES	3-24.7	As there shall be...appointed by the Board as non-voting liaison members...
9	Human Services Advisory Commission	NO			3-7	
10	Northern Transition Area Advisory Commission	NO				
11	Planning Board	No				
12	Recreation and Parks Commission	Yes	Yes	NO	3-27	
13	Safe Routes to School Implementation	Yes	Yes	?	3-24.10	...one of these members shall be a member of the Board of Aldermen appointed by the Board as a non-voting liaison member.
14	Stormwater Advisory Commission	Yes	Yes	No	3-24.15	
15	Transportation Advisory Board	Yes	YES	NO (May participate in deliberations but shall have no vote)	3-24	
16	Youth Advisory Board	NO				
17						
18	<b>NEW SECTION OF TOWN CODE - Rules of Procedure for Advisory Boards and Commissions</b>				3-43	All advisory boards and commissions established by this chapter are subject to the Rules and Procedure for Town of Carrboro Advisory Boards and Commissions adopted as Administrative Policy #

3. All Advisory Board and Commission meetings be audio recorded.

- Language has been included.

4. Remote attendance

- Language has been included.

**FISCAL & STAFF IMPACT:** Each advisory board has a budget and added use of audio recording should be achievable with existing funds.

**RECOMMENDATION:** It is recommended that the Board of Aldermen adopt the Rules of Procedure

for Boards and Commission.