



Legislation Text

File #: 20-4, **Version:** 1

TITLE:

Amendments to the Advisory Board Chair Forms

PURPOSE: The purpose of this agenda item is for the Town Council to adopt changes to the advisory board chair form.

DEPARTMENT: Town Clerk

CONTACT INFORMATION: Cathy Dorando

INFORMATION: The Town of Carrboro Advisory Board Recruitment and Appointment Policy (approved by Town Council) requires the following: 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.

Town Clerk is responsible for receiving all paperwork from advisory board chairs. It has been observed that some changes could be helpful to the process. There are currently two chair forms and this change will reduce that to one. Many times, chairs are confused about which forms to complete and sometimes they only complete one form. The new form also removes the actual “recommendation” aspect from the chair forms. This will remove the possible controversial position of the Chair and the Council, or the chair and the advisory board, being at odds with one another on “recommendation” and “appointment.” Some chair persons have expressed a degree of awkwardness when having to make recommendations to the Council on appointments, especially when there are multiple acceptable candidates.

The forms will also be updated to accommodate the policy change of not requiring applications from members serving their first term and wishing to serve a second. It now has space for the chair to write in the names of those members.

This change is intended to make the paperwork process for the chairs less burdensome and awkward.

FISCAL & STAFF IMPACT: The reduction of paperwork should have an efficiency measurement associated with staff impact.

RECOMMENDATION: It is recommended that the Town Council approve the resolution and adopt the changes to the chair forms.