

RESOLUTION ESTABLISHING POLICY AND PROCEDURES FOR APPOINTMENTS

Policy and Procedures for Appointments to
County Boards, Commissions, Committees and Councils
(Herein after collectively referred to as Citizen Advisory Councils)

SECTION 1. Purpose and Philosophy

1.1 The operation of Guilford County government is a shared responsibility of elected officials, staff and many citizens who serve voluntarily on various boards, commissions, committees, and councils. The County is best served when there is broad representation of citizens and interests on the various Citizen Advisory Councils.

1.2 The Board of Commissioners believes it is important that the recruitment process be open, fair and equitable to all residents of the County who have a desire to serve on a Citizen Advisory Council.

1.3 It is the policy of the Board of Commissioners to appoint persons who have Indicated:

- a. A personal interest in the appointment
- b. A commitment to fulfill the obligations of board membership
- c. The personal, educational and life experience qualifications to actively participate in board deliberations
- d. A history of good citizenship
- e. No potential conflict of interest in any activities of the appointive Citizen Advisory Council

SECTION 2. Eligibility for Appointment

2.1 Any resident of Guilford County over the age of 18 is eligible to be appointed where such appointment is not prohibited by State statute. Exceptions to the age and residency requirement are noted separately for individual boards where this applies. A resident is defined as someone who lives in Guilford County the majority of the year and claims Guilford County as their domicile for legal purposes.

2.2 All appointments will be made according to the applicable statute, ordinance, resolution or policy that created the specific Citizen Advisory Council.

2.3 No resident of Guilford County may serve in more than two (2) appointed positions of Guilford County government unless exempted by nature of the position he or she may hold in governmental service, or if this restriction is waived as set out in subsection 2.5.

2.4 No resident may serve more than two (2) consecutive full terms in any one position*. The preferred length of terms is considered to be three years, unless specified otherwise, with terms staggered so that appointments are made each year. An individual whose initial appointment was to fill less than 50% of an unexpired term shall be eligible to serve two full terms. An individual whose initial appointment was to fill more than 50% of an unexpired term shall be eligible to serve only one full term. (*Allowable exceptions to this section will apply to terms of office for members of Fire District Commissioners)

2.5 This policy may be waived, if the Board of Commissioners determines that the removal of said individuals made ineligible by this policy, would not be in the best interest of that Citizen Advisory Council. In those situations, where the Board of Commissioners deems special circumstances to exist that warrant the continuation of community service by an individual on a Citizen Advisory Council, any member of the Board of Commissioners may place the name of that individual into nomination and state that they believe special circumstance warrant a continuation of service. The Board of Commissioners may then reappoint said individual by voting in no less than a 2/3 majority of the membership to reappoint the individual to another term of office. The process may be repeated as often as the Board of Commissioners deems the special circumstances to warrant an addition of appointment.

2.6 A County Commissioner shall not serve as chairman or vice-chairman on any Citizen Advisory Council.

2.7 The Clerk to the Board will maintain a comprehensive list of all County appointments, with the following data provided:

- Name of the Citizen Advisory Council
- Brief description of its function

- Statute or cause creating the Citizen Advisory Council
- Number of members and terms of office
- Current members and terms of office, including number of terms served
- Regular meeting day, time, location, if determined

This list will be available upon request.

SECTION 3. Procedures for filling vacancies for appointed positions

3.1 At the beginning of each calendar quarter (January, April, July, October) the Clerk to the Board will send to the Board of Commissioners the following:

- a. List of all Citizen Advisory Council vacancies for the next quarter with the name of the individual currently filling the position and whether or not they are eligible for reappointment

3.2 The County shall provide a list of all available vacancies on its website.

SECTION 4. Selection Process

4.1 The person interested in being considered for a specific appointive Citizen Advisory Council vacancy must complete the “Application for Membership on Guilford County Boards” form which is available from the Guilford County Clerk to the Board at 301 W. Market St, Greensboro, NC, or the County’s website. All portions of the application must be filled out and the completed application submitted to the Clerk to the Board prior to the established deadline.

4.2 Applicants are strongly urged to attend several meetings of the Citizen Advisory Council they are interested in prior to applying and/or appointment to the Citizen Advisory Council.

4.3 Forty-five (45) days prior to the date a vacancy occurs, all applications for a particular position will be checked for eligibility by the Clerk to the Board. Once the eligibility is verified the Clerk to the Board will forward the applications to the Chair of the Citizen Advisory Council with the vacancy, noting those who are ineligible, and the reasons for ineligibility.

4.4 No later than twenty days (20) prior to the vacancy occurring, the Chair of the Citizen Advisory Council may work with the Clerk to the Board to evaluate eligible applications using the following criteria:

- a. Expertise. Consideration will be given to maintain a broad mix of occupational backgrounds and skill sets on all Citizen Advisory Councils.
- b. Board Experience. Consideration will be given to prior experience serving on a municipal, corporate, non-profit or military board/commission/council.
- c. Contributive Potential. It is essential that all Citizen Advisory Council members be active, engaged contributors to the council process. In order to do this, members must be able to analyze, plan, envision and communicate within the Citizen Advisory Council, to the Board of Commissioners and to the community-at-large. As such the following skills will be evaluated:
 - 1. Ability to communicate, expressing clear ideas, concepts or philosophies.
 - 2. Desire to perform public service
 - 3. Ability to analyze
 - 4. Ability to formulate a vision
 - 5. Ability to plan strategically
 - 6. Ability to generate ideas
 - 7. Desire to have a positive influence on the Citizen Advisory Council and future of the County
- d. Leadership Potential. Since each appointee may be called upon to serve as a Chair the following abilities will be evaluated:
 - 1. Past or present leadership experience and team building experience

- 2. Negotiation and consensus building skills
- 3. Expressed interest in a leadership role
- e. Diversity. Consideration will be given toward maintaining an equitable balance of community representation in regard to age, gender, race, geographic distribution and cultural diversity

4.5 Fifteen days (15) prior to the vacancy, the Clerk to the Board will forward all eligible the applications along with the Citizen Advisory Council Chair's recommendation letter to the Board of Commissioners. The Board of Commissioners may at their discretion conduct additional interviews via telephone or in person.

4.6 The Board of Commissioners reserves the right to select the most qualified persons for appointment from the application list.

4.7 A copy of the information is to be placed on the agenda as the "Appointments" for action at the next meeting by the Board of Commissioners.

SECTION 5. Reappointment Criteria

5.1 When notified by the Clerk to the Board that a current Citizen Advisory Council member is eligible and wishes to be considered for reappointment, the Clerk will notify the Chair of the applicable Citizen Advisory Council. The Chair may forward a recommendation concerning reappointment of the member to the Board of Commissioners, via the Clerk to the Board, based on the following criteria:

- a. Understanding of Citizen Advisory Council function
- b. Demonstrated leadership
- c. Regularity of attendance
- d. Demonstrated contribution during past term of office on issues, programs, policies, etc. of the Citizen Advisory Council
- e. Objectivity

SECTION 6. Notification

6.1 The Clerk to the Board shall prepare a letter of notification to the appointee and a copy to the Chair of the applicable Citizen Advisory Council. This letter will

include a congratulatory statement, the time, date, and place of the first meeting he/she is to begin service, and when and where he/she is to be sworn in, if this is required.

SECTION 7. Applications

7.1 All applications received shall be retained for two (2) years. Applications shall be kept on file for all active appointees. The applications on file will be treated as public record.

SECTION 8. Roles and Responsibilities/Attendance

8.1 Each Citizen Advisory Council shall elect from its membership a presiding officer who shall be referred to as chairman, chairwoman, or chairperson, as determined appropriate by the Citizen Advisory Council, and such officer shall serve for one year. State statutes designate the chair for a few boards. The chair is responsible for developing agendas, running the meeting, and providing leadership to the Citizen Advisory Council. The Citizen Advisory Council may elect other officers as it deems necessary and such offices shall be set forth in the rules of procedure adopted by the Citizen Advisory Council and approved by the Board of Commissioners.

8.2 Members will also elect their own vice-chair who will serve in the absence of the chair.

8.3 Appointees are expected to attend all meetings possible.

8.4 If an appointee has unexcused absences which constitute more than 25% of the Citizen Advisory Council meetings in any year which he/she is required to attend pursuant to his/her appointment, or misses three consecutive meetings (with the exception of excused illness, or other extraordinary circumstances), he/she will be automatically removed from said Commission, Committee, or Board. The Chair of the Citizen Advisory Council will notify the appointing authority if a member is absent 25% of the meetings and an appointment will be made by the appointing authority to fill that vacancy.

8.5 Excused absences are defined as absences caused by events beyond one's control. If the individual refuses to resign, he/she may be dismissed by action of the Board of Commissioners subject to State or local law. A year is to be defined as a twelve-(12) month period beginning on the date of appointment.

8.6 Each Citizen Advisory Council shall submit quarterly attendance reports to the Clerk to Board.

8.7 When a matter in which members have a direct or indirect financial interest comes before a Citizen Advisory Council, the member must disqualify themselves from participating in deliberation and abstain from voting. After making such a disqualifying statement, the member should leave the table and return only upon conclusion of the matter. If there is any doubt as to whether to abstain the County Attorney should be consulted.

8.8 Any member of a Citizen Advisory Council who wishes to resign shall do so in writing to the Chair of the Advisory Council on which he or she serves, noting the effective date of the resignation. The Chair will forward the resignation letter to the Board of Commissioners with a copy sent to the Clerk to the Board.

SECTION 9. Meeting Requirements

9.1 Every Citizen Advisory Council is required to operate under the North Carolina Open Meetings Law as required by statute.

9.2 A notice of all regular and special meetings shall be announced/advertised as required by the North Carolina Open Meetings Law. All Citizen Advisory Council must establish a regular meeting schedule and it should be posted at the beginning of each year adhering to proper meeting notice posting requirements.

9.3 Minutes shall be kept of each meeting of all Citizen Advisory Councils. It shall be the duty of the Chair and the staff liaison to forward an official copy of the approved minutes to the Clerk to the Board for forwarding to the Board of Commissioners.

9.4 Each Citizen Advisory Council shall submit an annual report to the Board of Commissioners outlining their activities for the past year. The report shall be sent to the Board of Commissioners via the Clerk to the Board by January 30 for the previous calendar year.

9.5 A quorum for a meeting shall consist of one more than half the voting members unless specified otherwise.

9.6 Decisions shall be reached by a simple majority vote unless otherwise required by law. All voting will be conducted in open meetings, except when in closed session as defined in the North Carolina Open Meetings Law. No issues can be voted upon unless a quorum is present.

SECTION 10. Orientation and Training

10.1 Upon appointment, members of Citizen Advisory Councils shall be issued a Citizen Advisory Council Member Handbook.

10.2 Twice a year the Guilford County Board of Commissioners shall make training available. It is recommended that each member of a Citizen Advisory Council should endeavor to attend the training within six (6) months of his/her appointment. Participation in training may impact a member's ability to serve on a Citizen Advisory Council.

Adopted and approved by the Board of Commissioners this the ____ day of _____.