

GUIDELINES FOR SELECTING ADVISORY BOARD AND COMMISSION MEMBERS

Amended: 4/10/90, 6/27/2000, 1/15/2002, 4/9/2002

1. APPOINTMENTS

- a. Chairs of advisory boards make recommendations to the Mayor and Board of Aldermen for appointments to their respective boards. The Board of Aldermen will decide whether to accept the recommendation and make the appointment.
- b. The Mayor and Board of Aldermen and the advisory board chairs should work together to assure that the membership of the advisory board represents many sectors of the community and offers opportunities for new applicants to serve. In addition, applicants recommended should be committed to attending meetings, participating constructively in the work of the board, making fair decisions, and treating citizens, staff and other board members with respect.
- c. 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.
- d. Membership shall be limited to one seat on the following boards and commissions: Board of Adjustment, Planning Board, Appearance Commission, Transportation Advisory Board, Recreation and Parks Commission, Cable T.V. Committee, Human Services Commission, Cemetery Commission, Environmental Advisory Board, Downtown Development Commission, Northern Transition Area Advisory Committee, Arts Committee and OWASA Board of Directors.
- d. Applicants serve three-year terms unless the applicant is filling an unexpired term
- e. Appointments begin on February 1st

2. APPLICATIONS FOR EXPIRED TERMS

- a. Each October the Town Clerk will advertise that the town is accepting applications for upcoming openings on boards and commissions in February.
- b. All candidates must complete an application to be considered for appointment or reappointment.
- c. Applications will be taken for 30 days.
- d. Applications received after the October 31st deadline will be kept on file for future vacancies.
- e. Applications will be maintained on file until the following October.
- f. The Town Clerk will notify all applicants in writing of receipt of his/her application and give a status report on his/her application.

3. APPOINTMENTS TO EXPIRED TERMS

- a. By November 15th, the Town Clerk shall forward copies of applications to the chairs of the boards and commissions and the Mayor and Board of Aldermen.
- b. Each chair shall contact his/her applicants 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. 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.
- c. By December 31st, the chairs of each board shall make a written recommendation to the Mayor and Board of Aldermen for appointments to his or her board. This recommendation should include how the selection was made. Copies of all applications received shall be forwarded to the Mayor and Board of Aldermen.
- d. If a recommendation has not been received from board chairs by December 31st, the Town Clerk shall contact the chairs and request a status report on his/her recommendation.

- e. By January 15th, the Mayor and Board of Aldermen will make appointments to boards and commissions to fill expired terms.

4. APPLICATIONS FOR UNEXPIRED VACANT TERMS

- a. If a vacancy occurs on a board or commission and the Town Clerk has two or more applications for that specific board or commission, no further advertisement will be necessary. If two or more applications are not on hand, the Town Clerk shall advertise the vacancy for one month.
- b. Upon receipt of any application, the Town Clerk shall notify the applicant in writing of receipt of his/her application and give a status report on whether vacancies exist.

5. APPOINTMENTS TO UNEXPIRED TERMS

- a. Within two weeks following the one-month advertisement, the Town Clerk shall forward copies of applications to the chair of the board or commission on which the vacancy exists along with copies to the Mayor and Board of Aldermen.
- b. The chair shall contact his/her applicants 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. The board chair 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.
- c. Within four weeks following the advertisement, the chair shall make a written recommendation to the Mayor and Board of Aldermen for appointment to his/her board. This recommendation should include how the selection was made. The chair should consult with the Mayor or the liaison to the Board if they have concerns or questions about making a recommendation. Copies of all applications received shall be forwarded to the Mayor and Board of Aldermen.
- d. If a recommendation has not been received from the chair within four weeks following the advertisement, the Town Clerk shall contact the chair and request a status report on his/her recommendation.
- e. Within six weeks following the advertisement, the Mayor and Board of Aldermen will make the appointment to fill the unexpired term.

6. ATTENDANCE

- a. The chair of each board or commission shall file with the Town Clerk an attendance report on a quarterly basis indicating if members are present or absent.
- 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.

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

Name: _____ Date of application/last contact: _____

Summary of qualifications:

Name: _____ Date of application/last contact: _____

Summary of qualifications:

Name: _____ Date of application/last contact: _____

Summary of qualifications:

Name: _____ Date of application/last contact: _____

Summary of qualifications:

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

Applicant(s) recommended at this time (1 per open seat)

Applicant 1: _____

Outstanding qualifications: _____

How applicant compliments current board composition:

Other comments: _____

Applicant 2: _____

Outstanding qualifications: _____

How applicant compliments current board composition:

Other comments: _____

Applicant 3: _____

Outstanding qualifications: _____

How applicant compliments current board composition:

Other comments: _____

Dear Carrboro Resident,

Thank you for your interest in our town's advisory boards. Carrboro government depends on the participation of literally hundreds of residents who lend their time, energy, and expertise to the processes of government.

Please be aware that for some advisory boards we have many more qualified applicants than can be accommodated. Others may have positions that sit unfilled for months at a time.

If your interest is a general one in serving the town, please indicate as many advisory boards as might interest you. If, on the other hand, your interest is primarily in one particular board, please provide a good overview of your qualifications for that board. In either case, a good description of your background will help the Board of Aldermen in the appointment process.

There are a variety of ways to participate in town government in preparation for an advisory board appointment:

You can sit in on the meetings of the advisory board that interests you and give your input and assistance to that board.

You can participate in special planning committees, work groups, or task forces that the Board of Aldermen appoints from time to time.

All citizens are encouraged to attend meetings of the Board of Aldermen to express their views of any matter.

We look forward to hearing from you at public hearings, at our regular business meetings, and to your phone calls or emails.

Finally, any member of the Board of Aldermen is available to discuss any of the above with you to help you reach your goals as an active participant in Carrboro government.

The Carrboro Board of Aldermen