

AN ORDINANCE AMENDING THE TOWN CODE PROVISIONS RELATING TO
ADVISORY BOARDS.

THE BOARD OF ALDERMEN OF THE TOWN OF CARRBORO ORDAINS:

Section 1. Subsection 3-41.1(c) of the Carrboro Town Code (which deal with officers of the Arts Committee) is amended to read:

(c) The committee shall designate one of its members to serve as chair and one member to serve as vice-chair. These officers shall be selected annually at the committee's first meeting in February and shall serve for terms of one year. A member may be selected to serve as chair for not more than two consecutive full one-year terms. Vacancies shall be filled for the unexpired terms only.

Section 2. Subsection 3-24.4(d) of the Carrboro Town Code (which deals with officers of the Economic Sustainability Commission) is amended to read:

(d) The commission shall designate one of its members to serve as chairperson and one to serve as vice-chairperson. These officers shall be selected annually at the commission's first meeting in April and shall serve for terms of one year unless their terms of appointment to the commission sooner expire. A member may be selected to serve as chairperson for not more than two consecutive full one-year terms. The chairperson and vice-chairperson may take part in all deliberations and vote on all issues.

Section 3. Subsection 3-24.8(d) of the Carrboro Town Code (which deals with officers of the Greenways Commission) is amended to read:

(d) The commission shall designate one of its members to serve as chairperson and one to serve as vice-chairperson. These officers shall be selected annually at the commission's first meeting in April and shall serve for terms of one year unless their terms of appointment to the commission sooner expire. A member may be selected to serve as chairperson for not more than two consecutive full one-year terms. The chairperson and vice-chairperson may take part in all deliberations and vote on all issues.

Section 4. Subsection 3-8(b)(4) of the Carrboro Town Code (which deals with the Human Services Advisory Commission) is amended to read:

(4) Members who represent ~~the board of aldermen or~~ the local school system shall automatically be removed from the commission if their affiliation with these units ends.

Section 5. Subsection 3-8(c) of the Carrboro Town Code (which deals with officers of the Human Services Advisory Commission) is amended to read:

(c) The Board of Aldermen shall appoint a chairperson and vice-chairperson of the commission. These officers shall serve annual terms unless their terms of appointment to the commission sooner expire. A member may be selected to serve as chairperson for not more than two consecutive full one-year terms. Vacancies shall be filled for the unexpired terms only. The chairperson and vice-chairperson may take part in all deliberations and vote on all issues.

Section 6. Subsections 3-27(a) and (b) of the Carrboro Town Code (which deal with the Recreation and Parks Commission) are amended to read:

(a) There shall be a recreation and parks commission composed of ~~ten~~ eleven members appointed by the board of aldermen. One member shall be selected ~~from the Board of Aldermen and one shall be selected~~ as a representative from the local school system. Of the remaining nine at-large members, seven shall be residents of the town and two shall be residents of Orange County, outside the town limits. However, if, despite good faith efforts, out-of-town residents cannot be found to fill the two out-of-town seats on the commission, then the Board of Aldermen may appoint other Carrboro residents to fill these seats.

(b) Members of the commission shall serve three-year staggered terms, but members may continue to serve until their successors are appointed and qualified. Initially, the terms of all seats on the commission on the effective date of this subsection (whether filled or vacant) shall expire on January 31, 1987. Effective February 1, 1987, two in-town at-large members and one out-of-town at large member ~~and the Board representative~~ shall be initially appointed for three year terms; three in-town at-large members and one out-of town at-large member shall be initially appointed for two-year terms; and two in-town at large members and the school representative shall be initially appointed for one-year terms. Vacancies shall be filled for the unexpired terms only.

Section 7. Subsection 3-28(c) of the Carrboro Town Code (which deals with officers of the Recreation and Parks Commission) is amended to read:

(c) The commission shall designate one of its members to serve as chairperson and one member to serve as vice-chairperson. These officers shall be selected annually at the board's first regular meeting in June and shall serve for terms of one year unless their terms of appointment to the commission expire sooner. A member may be selected to serve as chairperson for not more than two consecutive full one-year terms. Vacancies shall be filled for the unexpired terms only. The chairperson and vice-chairperson may take part in all deliberations and vote on all issues.

Section 8. Subsection 3-24.1(c) (which deals with officers of the Transportation Advisory Board) is amended to read:

(c) The TAB shall designate one of its members to serve as chairperson and one member to serve as vice-chairperson. These officers shall be selected annually at the board's first regular meeting in November and shall serve for terms of one year unless their terms of appointment to the board sooner expire. A member may be selected to serve as chairperson for not more than two consecutive full one-year terms. Vacancies shall be filled for the unexpired terms only. The chairperson and vice-chairperson may take part in all deliberations and vote on all issues.

ATTACHMENT A-3

Section 9. Sections 3-9.1, 3-9.2, and 3-9.3, which deal with the Budget Review Committee, are repealed.

Section 10. All provisions in any town ordinance in conflict with this ordinance are repealed.

Section 11. This ordinance shall become effective upon adoption.

GUIDELINES FOR SELECTING ADVISORY
BOARD AND COMMISSION MEMBERS

Amended: 4/10/90, 6/27/2000, 1/15/2002, 4/9/2002, 4/18/2006, 2/27/2007

Revised to Reflect Board of Aldermen Direction on 11/11/08
Changes are shown in Bold

1. APPOINTMENTS

- a. Chairs of advisory boards **shall review applications and complete a Summary of Applications form.** ~~make recommendations to the Mayor and Board of Aldermen for appointments to their respective boards.~~ **The Board of Aldermen will make all appointments.** ~~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 **endeavor** to assure that the membership of the advisory board represents many sectors of the community and offers opportunities for new applicants to serve.
- c. 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
- d. 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.
- e. 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.
- f. 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 advisory 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. (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 he/she will remove the application from consideration.
- c. By January 31st, the chair of each board shall submit a Summary of Applications form to the Town Clerk. ~~make a written recommendation to the Mayor and Board of Aldermen for appointments to his or her board and complete an "APPLICANT(S) RECOMMENDED AT THIS TIME" form. This recommendation should include a brief explanation of how/why the selection was made.~~ Copies of all applications and recommendation forms received shall be forwarded to the Mayor and Board of Aldermen.
- a. ~~If there are more applicants than seats open, the Board Chair shall complete a SUMMARY OF APPLICATIONS form to submit with his/her recommendation(s).~~

- d. 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.
- f. If a ~~recommendation~~ **summary of applications form** has not been received from board chairs by January 31st, the Town Clerk shall contact the chairs and request a status report. ~~on his/her recommendation.~~
- g. By February 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. (Chairs should contact the Town staff in the event of a language barrier.) 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. 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 he/she will remove the application from consideration.
- c. Within four weeks following the advertisement, the chair shall **submit a Summary of Applications form** ~~make a written recommendation~~ to the Mayor and Board of Aldermen. ~~for appointment to his/her board and complete an~~ **APPLICANT(S) RECOMMENDED AT THIS TIME** ~~form. 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 there are more applicants than number of seats open, the Board Chair shall complete a SUMMARY OF APPLICATIONS form to submit with his/her recommendation.~~
- d. 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.
- e. If a Summary of Applications form ~~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.~~
- f. Within six weeks following the advertisement, the Mayor and Board of Aldermen will make the appointment to fill the unexpired term.
- g. **Appointments to unexpired terms of 6 or fewer months will be simultaneously appointed to the following 3-year 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.