

***Resolution
For Establishment of Policy
and
Procedures for Appointments
to
County Boards, Commissions and
Committees***

Section I. (E) Amended 6/16/03

Resolution
For Establishment of Policy and Procedures for Appointments
To County Boards, Commissions and Committees

WHEREAS, it is the statutory duty of the Granville County Board of Commissioners, as the Governing Body of Granville County, to appoint persons to various boards, commissions, or committees to assist in the operation of county government; and

WHEREAS, the Board of Commissioners is desirous of appointing qualified, knowledgeable, and dedicated people to serve on these boards, commissions, or committees, and to that end solicits the interest and input of the citizens of Granville County in making such appointments; and

WHEREAS, the Board of Commissioners is of the opinion that a policy and procedure that will make the citizens more aware of the various appointments that are to be made from time to time and the solicitation by the Board of Commissioners for information and recommendations from the public will assist the Board of Commissioners in the appointment of qualified, knowledgeable, and dedicated persons to serve on the various boards, commissions, or committees; and

WHEREAS, the Board of Commissioners desires to increase representativeness of the appointments to be made from time to time by the Board, to increase the public interest and awareness in the appointment process, to solicit the public's input in the making of these appointments, and to insure attendance at meetings;

NOW, THEREFORE, BE IT RESOLVED by the Granville County Board of Commissioners that:

Section I. The policy of Granville County governing appointments to the various boards, commissions, or committees made by the Board of Commissioners is as follows:

- A) Any citizen of Granville County is eligible to serve on the appointed boards, commissions, or committees of the County where such appointment is not prohibited by the State statute.
- B) All appointments will be made according to the North Carolina Statute or Granville County Ordinance that created that board, commission, or committee.
- C) No citizen of Granville County may serve in more than two appointed positions of Granville County Government unless exempted by nature of the position he or she may hold in governmental service.
- (D) No citizen may serve more than ten (10) consecutive years on any board, commission, committee or authority unless the individual has served for less than 10 years at the time his/her term expires then he/she shall be eligible for re-appointment of one additional term. An individual recommended by a municipal governing body for appointment to a board, commission, committee or authority which operates

of one additional term. An individual recommended by a municipal governing body for appointment to a board, commission, committee or authority which operates under the auspices of that municipality shall be exempt from the ten (10) consecutive years requirement. This policy may be waived for a one-year term with unanimous approval of the Board, if the Board of County Commissioners determines that the removal of one or more individuals made ineligible by this ordinance would be detrimental to the functioning of that board, commission, or committee.

- E) If an appointee misses 2 consecutive meetings without notifying the committee chairperson prior to the meeting, the appointee will be considered to have resigned his or her appointment. The committee chairperson shall be responsible for notifying the Board of Commissioners of the vacancy.
- F) Appointee must uphold County Policies pertaining to the board, commission, or committee he or she serves.
- G) Each County Commissioner will have available to him or her an Appointment Binder containing a list of all County appointments, with the following data provided:
 - 1. Name of board, commission, or committee
 - 2. Brief summary on the functions
 - 3. Statute or cause creating board, commission, or committee
 - 4. Number of members and terms of office
 - 5. Current members and terms of office, including addresses and telephone numbers and number of terms served
 - 6. Regular meeting day, time, and location, if determined
- H) A copy of the Appointments Binder will be on file in the Offices of the County Manager and Clerk to the Board of Commissioners and shall be available for public inspection by January, 1986 and thereafter.

Section II. Procedure for filling vacancies for appointed positions:

- A) Notification of available appointments
 - 1) A list of available positions stating terms of office, requirements for office, and duties of positions shall be available for public inspection at the Office of the Clerk to the Board of County Commissioners.
 - 2) A list of available positions that will be considered by the Board of Commissioners during the year will be published in the newspapers of Granville County one time during the month of January.
- B) Section Process
 - 1. Individuals interested in applying for appointment shall make application to the Clerk to the Board of County Commissioners.

2. The Clerk to the Board of County Commissioners shall provide copies of appointment applications to the Operations Committee at those meetings when appointments will be considered.
3. The Operations Committee shall be responsible for making appointment recommendations to the Board of County Commissioners not less than one meeting prior to the meeting at which the Board of County Commissioners will make the appointments.

D) Applications

All applications for appointments shall remain active and on file with the Clerk to the Board of County Commissioners for one (1) year.

ADOPTED this the 5th day of August, 1985 and amended the 16th day of February, 1993.