

**BERTIE COUNTY BOARD OF COMMISSIONERS
POLICY REGARDING APPOINTMENTS TO
BOARDS/COMMISSIONS/COMMITTEES**

GENERAL STATEMENT

This policy is established by the Board of County Commissioners to provide guidelines for use by the Board in the appointment and reappointment process to various boards and commissions.

1. **Advertisements:** The Clerk to the Board of County Commissioners (hereinafter referred to as "Clerk") will advertise for vacancies for all boards, commissions and committees in the newspaper of general circulation in Bertie County biannually. Information will also be updated on the County's website quarterly. The publication will include a brief explanation of the board, commissions or committees responsibilities and authority, and specific requirements for the position, if any. The Clerk's Office will maintain a file containing an overview of each board including any specific requirements for positions on each board; the approximate number of meetings per year; and the approximate total time requirements per year.

2. **Initial application:** All individuals interested in serving on a board or commission must submit a written application form approved by the Bertie County Board of Commissioners. Applications are mailed to the Board of Commissioners on a weekly basis, as received. The applications will be kept in the current file for two years from the date of submission and included in the computer database file in the Clerk's office. Discretion will be used when considering County employees for membership on any of the boards or commissions.

3. **Appointments:** Applications for appointments shall be on file at least seven (7) days before they are to be considered. The respective board which has the vacancy to be filled may submit to the Clerk its recommendations for consideration. Prior to the Board's consideration of an applicant, any individual commissioner may contact an applicant to discuss their continued interest and qualifications to serve on any Board/Committee. At the Board of Commissioners' meeting, the Chairman shall open the floor for nominations. The Commissioners shall consider individuals for appointment from the list of applicants on file. Any Commissioner making a nomination may speak on behalf of the nominee. Should a Commissioner wish to submit a person who has not completed a timely application, the Board of Commissioners may consider the nomination or may vote to delay the appointment to allow the individual's completed application to be forwarded to all Commissioners for review prior to consideration. The Chairman will conduct the voting on the nominations and the person with the majority of votes will be selected. The last nomination will be considered first in the voting process. The process will follow from last nomination to the first nomination.

4. **Service:** All members shall serve at the pleasure of the Board of Commissioners, regardless of the term for which the applicant was appointed. Unless otherwise specified in rule or law, the Board of Commissioners may in its discretion at any time remove any members of any boards or commissions.

5. **Attendance:** Although recognizing and appreciating that members of the various boards,

commissions and committees are generally citizen volunteers, the Board of Commissioners' deems it essential that members of all county boards, commissions and committees attend meetings regularly for the prompt and efficient transaction of county business. It is the Board of Commissioners' policy to require attendance at 75% of all board, commissions and committee meetings.

The chair or his designee, of each board or commission shall maintain attendance records to be provided annually to the Clerk. The chair shall forward a copy of this attendance record to the Clerk after the end of each calendar year. The Clerk will then provide each county commissioner with a copy of these attendance records to assure the individual's eligibility for reappointment. Upon time for reappointment, the Board of Commissioners will take the individual's attendance record into consideration, when voting to allow the individual member to continue serving or voting to replace that individual with another applicant. At any time during the year, it will be the responsibility of the chairman of each board, to notify the Clerk if a member is not attending and has not fulfilled the attendance requirement.

6. Notice to Board of Commissioners of Vacancies: The Clerk will provide the Board of Commissioners with a list of upcoming vacancies 30-60 days prior to expiration of terms. In advance of filling the vacancy, the Clerk will provide the Board of Commissioners with a list of applicants and any special requirements for filling the vacant position as provided by North Carolina General Statute, by-laws for the specific board, commission or committee or as determined by the Board of Commissioners. A master file of applications for each board will be maintained in the Clerk's office.

7. Removal and Validity of Appointment: Failure to follow this policy shall not invalidate any appointment. Should an appointee need to be removed for reason of attendance, change of in county residency or as otherwise determined by the Board of County Commissioners, the Board shall direct the Clerk to send a letter notifying the appointee of such action.

8. County Residency: It is the intention of the Board of Commissioners to appoint Bertie County citizens to represent Bertie County on all boards and commissions. Any individual appointed to a board, commission or committee is expected to maintain residency in Bertie County. The Board of Commissioners must approve any exception made for an individual who does not reside in Bertie County at the time of the appointment or thereafter. Should their residency change at any time a letter of notification shall immediately be sent to the Clerk by the appointed person and the Board will determine if a resignation shall be requested.

9. Appointments of County Commissioners to Boards: At the second regular meeting of the Board of County Commissioners in December, the Board shall review all Board positions where it is specified that a county commissioner serve as a member on a board. When filling a term longer than one year, the Commissioners shall be elected by majority vote of the Board of Commissioners to fill those positions. These appointments must be consistent with the North Carolina General Statutes governing each board.

10. **Notice:** The Clerk to the Board shall send notice to each member of a board, committee or commission whose term is about to expire notifying them that they must reapply to be considered for reappointment.

11. **Immediate Family:** The County prohibits immediate family members from serving together on a board, commission or committee. The County also prohibits a person from serving on a board, commission or committee if the appointment would result in the board member supervising a member of his or her immediate family or being in a position of influence over an immediate family member's employment, promotion, salary administration or other related management or personnel consideration. "Immediate family" is defined as spouse, parent, sibling, child, grandparent and grandchild. It also includes step-, half- and in-law relationships as well as other people living in the same household who share a relationship comparable to immediate family members.

Adopted this the 18th day of March, 2013.



J. Wallace Perry, Chairman

