

**RESOLUTION  
APPOINTMENT PROCESS  
FOR AUTHORITIES, BOARDS, COMMISSIONS, AND COMMITTEES**

**WHEREAS**, it is the statutory duty of the Person County Board of Commissioners (hereinafter called "BOC"), as the Governing Body of Person County to appoint qualified, knowledgeable, and dedicated people to serve on various authorities, boards, commissions, and committees (hereinafter called "Organizations") to assist in the operation of county government; and

**WHEREAS**, the BOC solicits the interest and opinion of the citizens of Person County in making said appoints; and

**WHEREAS**, the BOC believes written policies and procedures will increase public awareness and interest in the solicitation by the BOC of information and recommendations from the public to assist the BOC in these appointments.

**NOW, THEREFORE, BE IT RESOLVED** by the Person County BOC that:

**SECTION I.**

The policies and procedures governing appointments by the BOC to the various organizations follow:

- A) *Qualification:* Any resident of Person County is eligible to serve where state statute and other applicable ordinances or conflicts of interest do not prohibit such appointment. In cases where a non-resident is appointed, such person shall service as an ex-officio non-voting member. The BOC will make appointments within guidelines of applicable state statute, ordinance, resolution, or policy that created said organization;
- B) *Appointments:* The BOC will make all appointments according to the applicable statute, ordinance, resolution or policy that created the organization from timely submitted, completed applications. No citizen of Person County may serve in more than two appointed positions of Person County Government unless exempted by nature of the position they may hold in governmental service. The policy will not apply to Person County Commissioners;
- C) *Term Limits:* Unless otherwise provided by North Carolina law, the BOC sets no term or length of service, but encourages citizens to apply when vacancies occur. At the expiration of a member's term if they want to continue serving, they must thoroughly complete another application form.

- D) *Absenteeism*: If not addressed in the bylaws of an organization and a member in any 12-month period has unexcused absences that are more than 25 percent of the meetings they are required to attend pursuant to their appointment, they are obligated to resign. Absences caused by events beyond one's control are considered excused absences. Absenteeism violations must be reported to the BOC. If the individual refuses to resign, action of the BOC may dismiss them unless law prohibits dismissal by the BOC. A twelve-month period beginning on the date of appointment will constitute a year.
- E) **Binder Information**: The County Manager will keep a binder containing a list of all county appointments, with the follow data available for public inspection:
- Names of organization and brief summary of its function
  - Statute or cause creating organization
  - Names of members, terms, addresses, telephone numbers, and number of terms served
  - Regular meeting date, time and location
  - In the event a member's term expires and the organization holds a meeting before the BOC makes an appointment, the incumbent will continue to serve until the BOC takes action.

## **SECTION II.**

Procedure for filling vacancies for appointed positions:

### **A. Notification of available appointments**

- The County Manager will maintain a list of available positions stating terms of office, requirements and duties of the position. The Manager will set a deadline for receipt of applications and publish vacancies once in *The Courier Times* at least forty-five (45) days prior to the month appointments are due.
- If there are no applications thirty (30) days after the notice of general circulation, the Manager will notify the BOC. It will then be the BOC's responsibility to make contacts and encourage citizens to apply for the vacancy or vacancies with the deadline at 12:00 Noon on the Tuesday before the BOC's meeting as the deadline for receipt of applications.
- The County Manager will keep all applications from interested citizens for one year from the date of application. After the one-year period, a new application is required.
- A notice will be mailed to members sixty (60) days before the expiration of their term. If interested in reappointment, they must file a new application. If an individual is not eligible for reappointment, they will be notified of the reason they are ineligible.

- Application forms are available upon request from the County Manager's Office. Individuals who are interested in serving must thoroughly complete the application.
- Upon receiving an application, the County Manager will send a notification letter to the applicant acknowledging receipt of application.

**B. Selection Process**

- 1) Eligibility will be verified for each application to ensure applicant meets specific requirements established by statute, ordinance, or regulation.
- 2) The County Manager will send all applications along with a list of names applying including those ineligible and the reason(s) for ineligibility, to the BOC.
- 3) In the case of appointments to the Boards, Commissions, and Committees hereinafter referred to as "Person County Boards, Commissions and Committees" (see Attachment 1) subject to interview process, applicants may be required to appear before the Board of Commissioners to make a statement concerning the reason why he/she desires to serve on the board or commission including but not limited to, the contributions the applicants could make to the particular board or commission or if the applicant is seeking a reappointment what contributions have been made in the past. The applicant may also be questioned by the members of the Board of Commissioners.

**C. Notification of appointment**

The County Manager will prepare a letter of notification to the appointee with a copy to the appropriate department/agency head with a request that the appointee be notified of the date, time, and place of the next meeting. The County Manager, or his designee, will contact the newly appointed person(s) to discuss the duties of the position and if desired, arrange an orientation meeting.

**SECTION III.**

This resolution shall be considered general policy only and shall not prohibit the BOC from making appointments and/or reappointments to the various organizations that deviate from this policy if special conditions exist which justifies the deviation.

#### SECTION IV.

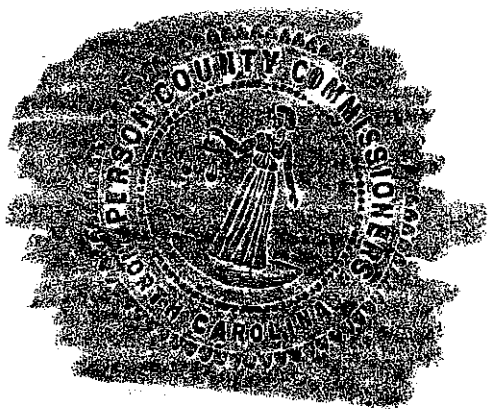
The foregoing sections of this resolution shall have no effect on appointments of sitting county commissioners to Boards, Commissions, and Committees. The appointment of such sitting Commissioners to such Boards, Commissions, and Committees shall be according to the following procedures:

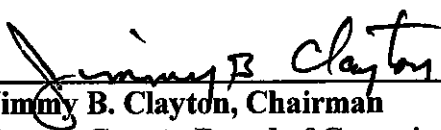
- A. All such appointments shall be made by the Chair.
- B. All appointments shall be in an official meeting.
- C. All appointments under this Section IV shall be and are designated as ex-officio appointments of the County Commissioners so appointed.

#### SECTION V.

This resolution will have the force and effect of a county ordinance and will be considered an amendment to all ordinances establishing terms of office for county-appointed organizations, unless law would prohibit said amendment.

Adopted the 19<sup>th</sup> day of November, 2007. Amended and re-adopted, this, the 9th day of January, 2012.



  
Jimmy B. Clayton, Chairman  
Person County Board of Commissioners

Attest:

  
Brenda B. Reaves  
Clerk to the Board

## **Attachment 1**

### **Person County Government Boards, Commissions, and Committees**

**Subject to Interview Process and Appointed by the Person County Commissioners**

1.	ABC Board
2.	Airport Commission
3.	Board of Adjustment
4.	Board of Health
5.	Economic Development Commission
6.	Orange-Person-Chatham Mental Health Board
7.	Person-Caswell Lake Authority
8.	Piedmont Community College Board of Trustees
9.	Planning Board
10.	Recreation Advisory Board
11.	Social Services Board
12.	Solid Waste Advisory Committee
13.	Thoroughfare Advisory Committee
14.	Tourism Development Authority Board