

City of Elizabeth City Council: Policy and Procedures For Appointments to City Boards, Commissions and Committees

SECTION 1. Purpose and Philosophy. The operation of City of Elizabeth City government is a shared responsibility of elected officials, staff, and many citizens who serve voluntarily on various boards, commissions, and committees. The City is best served when there is broad representation of citizen demographics and interests on its boards, commissions, and committees.

The City of Elizabeth City Council is sensitive to the need for fairness in making appointments to boards, commissions, and committees. In making appointments, the Council will have as a goal the fair representation of all City of Elizabeth City citizens, taking into consideration age, sex, race and geographic distribution.

The Council desires to appoint qualified, knowledgeable, and dedicated people to serve on its boards, commissions, and committees. The Council will continuously solicit the interest and input of its citizens in making appointments.

The Council expects its appointees to take actions while serving on boards, commissions, and committees, which are consistent with and which uphold City policies pertaining to the area in which he or she is serving.

SECTION 2. Requirement of State Statutes and/or Local Ordinances. All appointments will be consistent with requirements of applicable state statutes and/or local ordinances.

SECTION 3. Eligibility for Appointment. Any resident of the City of Elizabeth City is eligible to be appointed to boards, commissions, and committees of the City, where such appointment is not prohibited by state statute or City ordinance.

No resident of the City of Elizabeth City may serve in more than two appointed positions at one time in City of Elizabeth City government, unless exempted by nature of the position he or she may hold in governmental service.

SECTION 4. Length of Term of Appointment. Unless otherwise stated by state statute or local ordinance, all terms of office shall be limited to two (2) years. No citizen may serve more than two successive terms in any one appointed position. This policy may be waived if the City Council determines that the removal of individuals made ineligible by this policy would be detrimental to the functioning of that board, commission, or committee.

SECTION 5. Attendance. The City Council has an expectation that appointees will be conscientious in their attendance at assigned meetings. Regular attendance assures increased knowledge of the subject matter and more continuity in understanding activities surrounding the subject matter.

City of Elizabeth City Council: Policy and Procedures For Appointments to City Boards, Commissions and Committees

Unless otherwise stated by state statute or local ordinance, three consecutive, unexcused absences on the part of any appointee automatically constitutes resignation on the part of any appointee from a board, commission, or committee and generates automatic acceptance of such resignation of the appointee by the City Council. Excused absences are defined as absences caused by events beyond one's control and are subject to approval by the board, commission, or committee.

If individuals refuse to resign, they may be dismissed by action of the City Council, subject to state statute and/or local ordinance.

SECTION 6. Conflict of Interest. In the event an issue comes before a board, commission, or committee and a member of that board, commission, or committee has a financial-, personal-, or employment-related interest in the outcome of the issue, that member shall notify his or her fellow members that he or she has a potential conflict of interest and will request that he or she be excused from voting. For members of those boards, commissions or committees established by the City Council as requiring annual disclosure, completion of the City's General Disclosure Form, required by Section 2-114 of the City's Code of Ethics Conflict of Interest Ordinance shall be completed by February 1 of each year.

An appointee will not be considered for any employment vacancy in the agency or department where he or she is serving by appointment, unless the appointee resigns his or her seat on the board, commission, or committee thirty (30) days before being considered for the vacancy. Should the appointee not be selected to fill the vacancy, he or she will not be eligible for reappointment to the board, commission, or committee for one year.

SECTION 7. Information for Boards, Commissions, and Committees. The City Clerk shall maintain up-to-date information on all appointments made by the City Council. The information will be readily accessible by Councilors and the general public and will contain the following information:

1. Name of the board, commission, or committee.
2. Functions of each board, commission, or committee.
3. Statute or cause creating board, commission, or committee.
4. Number of members and terms of office.
5. Current members, addresses, telephone numbers, terms of office and expiration dates.
6. Regular meeting day, time and location, if determined.

This information shall be available for review in the City Clerk's office and shall also be maintained on the City's website in a section devoted to "Boards, Committees and Commissions".

City of Elizabeth City Council: Policy and Procedures For Appointments to City Boards, Commissions and Committees

SECTION 8. Selection Process. A list of available positions and deadline for receiving applications will be published on the City of Elizabeth City website and/or advertised in a local newspaper with daily distribution, if required by state statute or local ordinance. This procedure will be carried out by the City Clerk.

All applications for a particular position will be returned by the citizens to the City Clerk. The Clerk will check each applicant for eligibility.

The City Clerk will identify any upcoming appointments and report them to the Mayor at least 30 days in advance of the date requiring appointment.

An "Appointments to Boards, Commissions, and Committees" item will be placed on the regular agenda for the meeting at which appointments are to be made. The Mayor will make recommendations for appointment to the City Council and citizen applications relating to appointments will be included for review by the City Council in the agenda packet. Pursuant to Rule 30 of the City Council Rules of Procedure, the Mayor shall call the roll of the Council members and each member shall cast his or her vote on appointments in open session.

SECTION 9. Notification of Appointments. The City Clerk will send a letter of notification to the prospective appointee and a copy to the affected board, commission, or committee notifying each of the appointees. The name and telephone number of the administrative contact for each affected board, commission, committee or council will be included in the letter of notification.

The letter of notification will ask for written or oral indication of acceptance from the prospective appointee. If the prospective appointee rejects the appointment, or if no response has been received and the appropriate oath administered by the City Clerk to the prospective appointee within 30 days, the City Clerk will notify the City Council at its next regularly-scheduled meeting.

SECTION 10. Recognition of Outgoing Appointees. All outgoing appointees who have successfully completed their term of office will be sent a letter of congratulations. The letter will be accompanied by a "Certificate of Appreciation" signed by the Mayor.

SECTION 11. Retention of Applications. All applications for appointment, including any accompanying resumes, will be retained for three (3) years.

Applications for all active appointees will be kept on file during their term of service, arranged separately in a file by board, commission, or committee.

SECTION 12. Annual Appointment Reporting. The City Clerk shall annually file by September 1 of each year the Municipal Appointments Report for the preceding July 1

**City of Elizabeth City Council: Policy and Procedures For Appointments to City
Boards, Commissions and Committees**

to June 30 period, as required by the NC Department of Secretary of State Appointment Reporting Section.

SECTION 13. Policy Filing. This policy shall be maintained for public inspection in the City Clerk's office and on the City's website in a section entitled "Boards, Committees and Commissions".

Adopted, this the 8th day of September, 2014.