

PITT COUNTY BOARD OF COMMISSIONERS

**General Policy
for Appointment to Boards, Commissions and Committees
As Adopted on August, 2002
Amended on September 22, 2003
Amended on May 5, 2008
Amended on April 4, 2011**

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 Pitt County. 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 provided by the Clerk setting forth name, address, the name of the board(s) or commission(s) to which appointment is desired and the qualifications of the applicant for the appointment. (Attachment 1) Applications may be filed for several boards if desired. The application shall also include an affirmative statement that the applicant is a registered voter and resides in Pitt County. The application may be accompanied by additional written information which the applicant wishes the Board of Commissioners to consider, such as letters of recommendation in support of the appointment. 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. Renewal or Update of Applications – Upon the two year anniversary date of an application, the applicant will receive a letter from the Clerk inquiring as to the applicant’s continued interest in remaining in the database of applicants. The applicant may complete a new application or may contact the Clerk’s Office with any updated information and a request to remain in the database of applicants.
4. Appointments: Applications for appointments shall be on file at least fifteen (15) 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. 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 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.
5. Terms of Office: The terms of office of members of all boards shall be three (3) years. Terms on all boards and commissions shall be staggered, with the terms of approximately one-third (1/3) of the membership expiring each year, to the end that, insofar as is possible, there shall be one (1) or more members with experience on each board or commission. No person shall serve more than two (2) consecutive full terms on the same board or commission. All members shall serve at the pleasure of the Board of Commissioners, regardless of the term for which the applicant was appointed. The Board of Commissioners may in its discretion at any time remove any members of

any boards or commissions. Any provision of this policy can be waived by a simple majority vote of the Board.

6. **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 when requested. 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. Individuals appointed to serve on boards or commissions shall be required to complete and return a signed "Affirmation of Understanding for Board Appointees" to the Clerk's Office prior to receiving their official appointment to serve. (Attachment 2)

It is 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. The Clerk will then send a letter and attempt to contact the individual and report the information to the Board of Commissioners. (Attachment 3)

7. **Unexpired terms:** The Board of Commissioners intends to make appointments to fill unexpired terms, created by vacancies, as expeditiously as possible. The Board of Commissioners recognizes that the urgency of filling such vacancies may vary depending upon the circumstances of the vacancy. The Board of Commissioners shall make every effort to make appointments during the

month for which they are due. In the event of an expired term, members shall continue to serve until a new member has officially been appointed.

8. **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.
9. **Upcoming Vacancies:** In order to provide citizens with an opportunity to indicate their interest in serving on boards, commissions or committees, listings of upcoming vacancies will be publicized on the County page in the newspaper. In addition, an attempt will be made to broadcast vacancies on the government access channel.
10. **Limitations:** According to North Carolina General Statute 128-1.1 no person shall serve on more than two appointed boards at one time or shall not serve in more than one appointed office and one elected office at one time.
11. **Joint County and Other Authority Boards:** Boards made up of persons appointed by various appointing authorities such as, but not limited to, the Pitt-Greenville Airport Authority, the Sheppard Memorial Library Board and the PCMH Board will follow an appointment policy not inconsistent with that of the Board receiving the appointees. However, it shall continue to be the policy of the Board of Commissioners that their intent is for all of their appointees to be and remain resident citizens of Pitt County during their tenure on the appointed board. Appointments for extraterritorial members and alternate member's city boards shall be done in accordance with G.S. 160A-362 which requires a city to give representation to the residents of its extraterritorial zoning jurisdiction on its planning board and the board of adjustment.

12. **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. (Attachment 4)
13. **County Residency:** It is the intention of the Board of Commissioners to appoint Pitt County citizens to represent Pitt County on all boards and commissions. Any individual appointed to a board, commission or committee is expected to maintain residency in Pitt County. The Board of Commissioners must approve any exception made for an individual who does not reside in Pitt 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.
14. **Exceptions:** There are some boards or commissions which require an appointment for a longer or shorter term of office than designated in this policy. There are appointments which are made due to a specific functional need. In these cases, this policy shall be modified to comply with any of these special requirements or needs. County employees may serve on boards, especially when representing the agency where they are employed. The Board of Commissioners must approve any exception made for an individual who does not reside in Pitt County at the time of the appointment or thereafter.
15. **Modification of Requirements:** Because of the need for flexibility, the Board of Commissioners may by a simple majority vote, decide to waive, vary, or otherwise modify the requirements of this policy on a case-by-case basis. It is the intention of the Board of Commissioners to abide by all North Carolina General Statutes governing County Boards and to follow as closely as possible any specific requirements of the by laws of incorporated boards.
16. **Appointments of County Commissioners to Boards:** At the second regular meeting of the Board of County Commissioners in December, the newly elected Chairman may make "Chairman's

Appointments” for County Commissioners to serve as liaisons on various boards, commissions or committee. These appointments are annual appointments made specifically by the Chairman of the Board of Commissioners. County Commissioners may also serve a term on certain boards, where 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.

Board appointment Policy Revisions as considered and adopted on April 4, 2011.

Mark W. Owens, Jr., Chairman
Pitt County Board of Commissioners

Attest:

Kimberly W. Hines, Clerk

Attachments

Attachment 1 – Interest to Serve on Board/Commissions
Attachment 2- Affirmation of Understanding For Board Appointees
Attachment 3 – Letter Expressing Attendance Concerns
Attachment 4 - Letter of Removal

STATEMENT OF INTEREST TO SERVE

If you are a Pitt County resident and would like to volunteer your time and expertise to your community, please complete and return to:

Pitt County Board of Commissioners
c/o Clerk to the Board
1717 W. 5th Street
Greenville, NC 27834

Please list in order of preference the Boards and Commissions for which you would be willing to serve:

1. _____ 3. _____
2. _____ 4. _____

**If you are responding to a specific criteria for a position, please explain further:*

_____.

Full name: _____ Date of Birth: _____

Residence Address: _____ Sex: _____
City and Zip Code: _____ Race: _____

Mailing Address (if different): _____
City and Zip Code: _____

Home Phone No.: _____
Work Phone No.: _____
Fax No: _____

Employer: _____
Job Title: _____

Email Address: _____

Do you live within the extraterritorial jurisdiction of a municipality? Yes or No

Please list your County Commissioner District: _____
(This information can be obtained from the Board of Elections at 252-902-3300)

Educational Background:
Name and Address of High School Attended: _____
Name and Address of College Attended: _____
Degree(s) Received: _____

Please list any military experience: _____

If you are presently serving as an elected or appointed official, please explain:

Please list all past employers and volunteer experience you have had which may be beneficial in evaluating your qualifications.

Work Experience: _____

Volunteer Experience: _____

Pitt County Citizen Academy Graduate? _____ Yes or _____ No

How did you become aware of Pitt County volunteer opportunities:
(Please circle the appropriate response)

Newspaper, Current Pitt County Volunteer, Radio, TV or Other

If other, please explain: _____

If I am appointed to serve on one or more boards, I will agree by signing an Affirmation of Understanding, and abide by the Board of Commissioners Policy for Appointment to Boards.

Signature: _____

Date: _____

(Please feel free to attach a resume if so desired)

****Note: When applying for a Pitt County Board or Commission, your application is considered a public record. The Board Appointment Policy requires that applications be on file in the Clerk's Office 15 days prior to consideration for appointment.**

*****Interest to Serve forms remain current to two full years. Following that, the applicant may wish to contact the Clerk to the Board's Office for an updated form.**

**Pitt County Board of Commissioners
1717 West 5th Street
Greenville, NC 27834
(252) 902-2950**

Attachment 2

Affirmation of Understanding For Board Appointees

I understand that it is the purpose of the Board of County Commissioners of Pitt County to appoint Pitt County citizens to serve on various boards, commissions and committees who will be active participants insuring that the interests of all the citizens of Pitt County will be well represented.

I will agree to serve on the _____ and abide by the following terms:

I will attend all meetings to the best of my ability. I understand that it is the Board's policy to require attendance at 75% of all board/committee meetings. I further understand that if I do not meet the attendance requirements, the Board of Commissioners will be informed and then decide whether I shall continue to serve in this capacity. Under extenuating circumstances, such as my suffering an extended illness, which prevents my attendance at the meetings, I will inform the chair of the board, commissions and committees on which I am serving and consider either taking a leave of absence or resigning to facilitate a new appointment.

I understand that as a result of my appointment to this position, that I may also be appointed to subcommittees of this board, where my attendance is important and required.

I affirm that I am a registered voter in Pitt County and as long as I serve as an appointee I will maintain my residency in Pitt County. Should my residency change at any time, a letter of notification shall immediately be sent to the Clerk. The Board of Commissioners must approve any exception made for an individual who does not reside in Pitt County at the time of the appointment or thereafter.

Name

Date

Attachment 3 - Sample Letter

Date

Name

Address

City, State, Zip

Dear _____:

On behalf of the Pitt County Board of Commissioners, as well as all of the residents of Pitt County, I would like to express appreciation for the service you render by serving as a volunteer on the _____.

If has been expressed to me that you have missed a number of meetings on the (board, commission, committee). I have been asked to communicate that your attendance has not been meeting the minimum requirements as set by the Board of Commissioners. It is the Board of Commissioners' policy to require attendance at 75% of all (board, commissions or committee) meetings. Should you feel you cannot meet the minimum meeting requirements or if extenuating circumstances are preventing you from attending the scheduled meetings, please contact my office. As applicable, arrangements may be able to be made to retain your appointment.

If you desire to continue to serve on this (board, commission or committee), please contact me or my office within 30 days on your plans to attend future meetings or your need to make other arrangements.

Thank you for your time and I look forward to hearing from you. We appreciate the time and effort you dedicate by serving as a volunteer because this is an integral function of county government.

Sincerely,

Signature

Clerk to the Board

Cc: Chair of the (Boards. Commission or Committee)
Pitt County Board of Commissioners

/kwh #8913

Attachment 4 - Sample Letter

Date

Name

Address

City, State, Zip

Dear _____:

On behalf of the Pitt County Board of Commissioners, as well as all of the residents of Pitt County, I would like to express appreciation for the service you have provided by serving on the _____.

Due to _____, the _____ as well as the Board of Commissioners has asked that I communicate with you to inform you of their intention to nominate an individual to replace you. It is the Board of County Commissioners' policy to require attendance at 75% of all (board, commissions or committee) meetings. We appreciate the time and effort made by our volunteers because this is an integral function of county government.

Thank you for your time and service to Pitt County.

Sincerely,

Signature

Clerk to the Board

Cc: Chair of the Board. Commission and/or Committee
Pitt County Board of Commissioners

/kwh #8913