

# | Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: February 24, 2026

## Item Details

Presenter(s): Mayor Pro-Tempore Terry Mahaffey

Department(s): Governing Body

### Requested Motion

- A. Possible motion to restructure the Town Council Committees, previously established on December 03, 2026, and request a new slate of committee membership be presented by the Mayor at the March 10, 2026, Regular Town Council meeting.
- B. Possible motion to amend the Council's Rules of Procedure document to define Council Committee membership, clarify the Mayor's role on Council Committees, add language regarding Council confirming the Mayor's appointees, and authorize the Town Clerk to renumber and make grammatical adjustments as necessary to the Council's Rules of Procedures.

### Approval Recommended?

Yes

### Item Details

On Wednesday, December 03, 2025, the Mayor announced his Council appointments to the various Town Council Committees, Partner Agencies, and Resident Advisory Boards. The selections were presented as follows:

#### **Environmental Leadership Committee**

- Mayor Pro-Tempore Terry Mahaffey, *Chair*
- Councilmember Shane Reese, *Committee Member*

#### **Governance, Fiscal Stewardship, and Internal Support Committee**

- Mayor Jacques K. Gilbert, *Chair*
- Councilmember Ed Gray, *Committee Member*
- Councilmember Sue Mu, *Committee Member*

#### **Public Safety Committee**

- Mayor Jacques K. Gilbert, *Chair*
- Councilmember Ed Gray, *Committee Member*

### **Responsible Development Committee**

- Mayor Jacques K. Gilbert, *Chair*
- Mayor Pro-Tempore Terry Mahaffey, *Committee Member*
- Councilmember Sue Mu, *Committee Member*

### **Vibrant Community and Economic Vitality Committee**

- Mayor Jacques K. Gilbert, *Chair*
- Councilmember Arno Zegerman, *Committee Member*

### **Mayor Appointments to Partner Agencies and Resident Advisory Boards**

- Apex Chamber of Commerce: Council Member Shane Reese
- Central Pines Regional Council of Governments (formerly TJCOG): Mayor Pro-Tempore Terry Mahaffey
- Environmental Advisory Board (EAB): Mayor Pro-Tempore Terry Mahaffey
- Executive Board of NC CAMPO: Mayor Jacques K. Gilbert (Alternate: Mayor Pro-Tempore Terry Mahaffey)
- Multimodal Transportation Advisory Board: Council Member Arno Zegerman
- Parks and Recreation Advisory Board: Mayor Jacques K. Gilbert

The original committee structure (Attachment 1) stated that membership would consist of “Two Elected Members”. Both the Governance, Fiscal Stewardship, and Internal Support Committee and the Responsible Development Committee have been improperly constructed based on the original framework which was adopted by the Town Council on March 25, 2026.

Committee membership has historically been two members of the elected body with rotating leadership roles based on the committee and the members seniority. It is recommended that the Committee Membership policy (Attachment A) be amended to reflect that the Mayor may serve as a non-voting ex-officio member on each of the Council Committees but not be eligible for the role of Chair or Vice-Chair.

In addition, the Council’s Rules of Procedures manual is recommended to be amended (**red below**) with the following language in Part XI. Appointments and Appointed Bodies:

### **Part XI. Appointments and Appointed Bodies**

#### **Rule 35. Committees and Boards**

- (a) **Establishment and Appointment.** The council may establish temporary and standing committees to help carry on the work of town government. Unless otherwise provided by law or the council, the

power of appointment of vacancies to such bodies lies with the mayor **subject to confirmation by the Town Council**. The council may prescribe the membership of temporary or non-standing committees at the time of establishment by resolution.

At the time of adoption of these rules, the current council committees consist of the following:

- a. Governance, Fiscal Stewardship, and Internal Support
  - b. Environmental Leadership
  - c. Responsible Development
  - d. Vibrant Community and Economic Vitality
  - e. Public Safety
- (b) **NEW - Committee Membership.** Council Committees shall consist of two (2) voting Councilmembers and the Mayor as a non-voting, ex officio member. The Mayor shall not be eligible to serve as a Committee Chair or Vice-Chair. Committee chairs and memberships shall be equitably distributed among Councilmembers, with assignment preferences informed by Councilmember seniority.
- (c) **MOVE DOWN - Open Meetings Law.** The requirements of the open meetings law apply whenever a majority of an appointed body's members gather in person or simultaneously by electronic means to discuss or conduct official business. They do not apply to meetings solely among the town's professional staff.
- (d) **MOVE DOWN - Procedural Rules.** The council may prescribe the procedures by which the town's appointed bodies operate, subject to any statutory provisions applicable to particular bodies. [In the absence of rules adopted by the council, an appointed body may promulgate its own procedural rules, so long as they are in keeping with any relevant statutory provisions and generally accepted principles of parliamentary procedure.]

#### Attachments

- RA1-A1: Town Council Committee Framework - Adopted March 25, 2025
- RA1-A2: Proposed Amendment to Council Rules of Procedures - Council Committee Appointments

