

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: June 24, 2025

Item Details

Presenter(s): Allen Coleman, Town Clerk

Department(s): Town Clerk's Office

Requested Motion

Motion to adopt the Resident Advisory Board Administrative Policy for the Town of Apex.

Approval Recommended?

Yes

Item Details

On December 17, 2024 Town Council Work Session, the Town Clerk's Office presented various recommendations related to the Town's resident advisory boards. The recommendations included structural changes related to the Town's Code of Ordinances and/or the Town's Unified Development Ordinance (UDO) and administrative guidelines.

Over the last several years, the Town Clerk has identified practices that were inconsistent across each of the Town's Advisory Boards. The establishment of an administrative policy will ensure consistency in the management of the town's standing and non-standing advisory boards.

A draft of the Resident Advisory Board Administrative Policy is included in the attachments. The following topics are included (in alphabetical order):

- Annual Reporting
- Applicability
- Attendance Reporting
- Code of Ethics
- Commitment to Diversity
- Compensation
- Confidentiality

- Conflicts of Interest
- Contact
- Leadership Roles and Staff Assignments
- Meeting Minutes and Recordings
- Member Responsibilities
- Membership Eligibility – 18 Years of Age and Above
- Membership Eligibility – Youth Representatives
- Periodic Review
- Recommendations of the Board
- Recruitment Process
- Removal
- Required Training
- Resignations
- Selection Criteria / Application
- Subcommittee Formation
- Terms / Appointment
- Vacancies
- Work Group, Taskforce, and Special Committees Establishment

Following adoption, each current member will be asked to sign a statement acknowledging their understanding and review of the policy.

The Town Clerk's Office worked with staff in various departments including, Parks, Recreation, and Cultural Resources, Planning, Town Manager's Office and Legal Services to ensure the information was appropriate.

Attachments

- CN16-A1: DRAFT: Resident Advisory Board Administrative Policy

