

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: NEW BUSINESS

Meeting Date: February 25, 2025

Item Details

Presenter(s): Allen Coleman, Town Clerk

Department(s): Town Clerk's Office

Requested Motion

Motion to adopt the modified Resident Advisory Board Application.

Approval Recommended?

Yes

Item Details

During the 2025 Town Council Retreat, the Governing Body discussed the current application used for resident advisory boards and provided direction to the Town Clerk on modifications. While simple, the current application was not adequate to ensure members of the elected body had the information needed to make proper recommendations for appointment.

Part of this review process included surveying neighboring municipalities and counties and several key themes emerged including:

- Formalized application through a software system or fillable PDF
- Demographic and Geographic information collected
- Age Requirement - 18 years old
- Required Cover Letter and Resume
- Conflict of Interest Declarations
- Prior Civic and Volunteer Experience

In response, the resident advisory board application was modified to include five (5) main sections, including:

- Profile - General Information
- Professional Experience

- Interest and Civic Experience
- Demographics
- Conflict of Interest Declarations

On December 17, 2024, a Town Council Work Session was held specifically to discuss the roles and responsibilities of our resident advisory boards and to consider several administrative policy recommendations. Several recommendations were made including an increase in voting positions on certain boards, adding a youth representative as appropriate, and modifying certain boards terms and term limits.

Following adoption, the Town Clerk's Office will initiate the recruitment process for ALL boards with an anticipated review at the first Town Council Meeting in April 2025.

Attachments

- CN5-A1 - Proposed Resident Advisory Board Application **(to be provided under separate cover)**

