

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: June 23, 2026

Item Details

Presenter(s): Allen Coleman, Town Clerk

Department(s): Town Clerk's Office

Requested Motion

Motion to approve various amendments to the Resident Advisory Board Administrative Policy (RABAP) for the Town of Apex

Approval Recommended?

[Yes or No]

Item Details

The Apex Town Council adopted the Resident Advisory Board Administrative Policy (RABAP) on June 24, 2025. This policy addresses administrative policies and procedures, roles and responsibilities of members and leadership, conflicts of interest, sub-committee formation, non-standing work groups/special committees, and much more. Since its adoption, the Town Clerk's Office has identified several sections that need addition clarification to ensure compliance and consistent application.

Below is a summary of the requested changes:

- A. **Membership Eligibility - Youth Representative** (page 2) - clarify that students who attend an Apex Based School are eligible even if they do not reside in the corporate limits of the Town.
- B. **Leadership Roles** (page 4) - add language consistent with the Code of Ordinances that states that Chair and Vice-Chairs shall not be eligible to serve more than 3 terms (e.g. 3 years).
- C. **Compensation** (page 6) - require documentation for members who wish to waive the stipend. Currently we have a few members who do not wish to receive a stipend and as such, they do not complete the necessary forms. From a documentation standpoint - the Town Clerk would like to have something members can sign that states they waive these funds.
 - a. Also adding that the report needs to be approved by the Town Council which has been our practice.

D. **Attendance** (page 8) - clarify that the Town Clerk's Office is tracking attendance on a rolling basis not singular to January through December. The attendance tracking does not resets at the beginning of each calendar year.

Attachments

- CN23-A1: Resident Advisory Board Administrative Policy Amendments - Youth Membership, Leadership Terms, Compensation, and Attendance Tracking

