

POLICY AND PROCEDURES FOR APPOINTMENTS AND THE ADMINISTRATION OF THE TOWN'S VOLUNTEER CITIZEN ADVISORY COMMITTEES

SECTION 1. PURPOSE

- A. To establish policy and procedure whereby the Town of Carolina Beach Town Council will make appointments to volunteer boards, commissions, committees, or authorities (hereinafter referred to as "citizen advisory committees" or CAC).
- B. To establish administrative procedures whereby all CAC's shall operate that correspond and further illustrate Town Code.
- C. For statutory mandated CAC's authority and purpose may include reference to applicable General Statutes.
- D. All CAC's shall develop a mission and vision statement consistent with direction given from Town Council. The CAC is expected to update their mission/vision and corresponding goals annually and provide them to Town Council.
- E. Nothing contained in this policy shall be construed to conflict with any state or local law. Should there be an appearance of conflict, the appropriate state or local law shall prevail.
- F. The CAC through its membership and subcommittees, maintains continual contact with representative professional groups, stakeholders' groups, and industry organizations. In this manner, the CAC is kept apprised of current information related to all matters under the jurisdiction of Carolina Beach.

SECTION 2. APPOINTMENTS

- A. All members of CAC serve at the pleasure of Town Council and may be removed at any time by a majority vote of Town Council.
- B. Appointments to CACs will be initiated with a public application process, and recommendations from staff, and/or nominations by the community or professional organizations.
- C. All appointments will be made according to the appointment statute, ordinance, or Town Council vote that created that CAC.
- D. No person may serve in more than two appointed positions of Carolina Beach government, unless exempted by nature of the position he or she may hold in governmental service.
- E. Unless otherwise stated by statute or charter, all terms of office shall be three years. No appointees may serve more than three consecutive terms which shall expire on June 30. However, members of boards and committees may serve until their successors have been appointed. This policy may be waived by the Town Council.

SECTION 4. MEETING ATTENDANCE

- A. The Town Council has an expectation that appointees will be conscious of their attendance of scheduled meetings. Appointees shall attend at least 75% of scheduled meetings on an annual basis from the date of their appointment.
- B. If the appointee does not comply with such attendance or has three consecutive unexcused absences, said appointee's failure to attend shall be reported by the presiding officer of the respective CAC to the Town Council. Such unexcused absences on the part of any appointee may, at the election of the Town Council, be deemed to constitute resignation on the part of the appointee, from such CAC.

- C. Excused absences are defined as absences caused by events beyond one's control and are subject to approval by the board on which the appointee is serving. Minutes containing meeting attendance will be submitted to the Town Clerk after each-meeting of said committee.

SECTION 5. RESIGNATION

- A. Resignation occurs when a member fails to meet the attendance policy or when a member submits their resignation to the Town Clerk and carbon copy the Chairman and/or vice chairman.
- B. Upon such resignation and acceptance, the Town Council shall select a replacement from the applications of persons who applied for the last vacancy on such CAC, without further notice, advertisement, or action by the Town Council. The appointee will fill the vacancy for the period of the unexpired term. This is considered a partial term and the individual will be eligible for three additional full terms on the committee.

SECTION 6. PROCEDURES FOR FILLING VACANCIES FOR APPOINTED POSITIONS

- A. Notification of Available Appointments
 1. The Town Clerk shall prepare an advertisement to be published on the website, on social media, and/or in the local newspaper. All advertisements must be submitted to the Town Clerk prior to publication.
 2. Sixty (60) days prior to the terms expiring, the secretary of the CAC will email a notice to each person who is eligible for reappointment, requesting information on his or her interest in continuing to serve. If an individual is not eligible for reappointment, he or she will be notified and given reason for being ineligible.
 3. If, because of policy or otherwise, an individual is not reappointed, he or she will receive a letter from the Mayor thanking them for their service.
- B. Selection Process
 1. All applications for a particular position will be returned to the Clerk of the Town Council.
 2. All applications will be forwarded to the Town Council with those who are ineligible noted and the reasons for ineligibility given.
 3. The Town Clerk shall place on the agenda the "Appointments" for action at the next meeting of the Town Council.
 4. CAC members may review applications for their respective Committees and render a recommendation to Town Council for consideration. Town Council will consider such recommendation along with other considerations, but no assurances should be offered that Town Council will follow the Committee recommendation. Under no circumstances should any CAC or CAC Member offer an applicant any assurances of appointment.
- C. Notification of Appointment: The Town Clerk shall notify the appointee and copy the affected CAC notifying each of the appointment.
- D. Applications
 1. All applications received shall be retained for 12 months. Applications shall be kept on file for all active appointees. All the above data shall be maintained by the Town Clerk.
 2. Applications for committees are considered public record and are available for public inspection.

SECTION 7 ADMINISTRATION

- A. The Town Clerk shall have a binder containing a list of all town appointments with the following data provided:
 1. Name of the CAC.
 2. Brief on the functions of each CAC
 3. Ordinance of cause creating CAC
 4. Number of members and terms of office
 5. Current members, addresses, telephone numbers, terms of office, numbers of terms served, and expiration dates
 6. Regular meeting day, time, and location

SECTION 8 MEMBERSHIP

To qualify for an appointment to the CAC, a person shall:

- A. Meet the qualifications for the specific CAC or the statutory requirements for an appointed position.
- B. Uphold Town policies pertaining to the CAC he/she serves.
- C. Be a minimum of 18 years old unless applying under a youth designated position.
- D. Be a permanent resident unless Town Council determines the membership would benefit from outside expertise. Applicants shall have a good reputation for integrity and community service. Ex-officio members may be appointed by the Town Council for the purpose of meeting subject matter expert needs. Ex-officio members are nonvoting members of the CAC.
- E. Not be employed or have immediate family employed by the Town. An appointee will not be considered for any employment vacancy in for the Town, until said appointee resigns his/her seat on the CAC.
- F. Be prepared and committed to participating in CAC work in a manner that enhances relationships between the Town and the community.
- G. Serve the Town Council. As such their role includes their commitment to implementation of Town Council's vision through full participation in committee meetings and activities.

SECTION 9 CHAIR, VICE CHAIR, AND SECRETARY (OFFICER) SELECTION AND RESPONSIBILITIES

- A. The Chair of the CAC is nominated by the CAC.
- B. The Chair and Vice Chair shall serve no more than 3 consecutive one-year terms.
- C. The officers shall assume their role on July 1 of each year. At the first meeting with new officers the CAC Chair shall present members with a copy of the CAC charge, scope, and membership.
- D. The CAC Chair shall serve by meeting the following
 - a. Presiding Officer
 - i. To plan and run meetings in accordance with the Town's mission.
 - ii. To ensure matters are dealt with in an orderly, efficient manner.
 - iii. To bring impartiality and objectivity to meetings and decision-making.
 - b. Managing member
 - i. To be a liaison to the staff and Council representative.
 - ii. To co-ordinate the committee and ensure the purpose of the committee is met.
 - iii. Dissolves or appoints subcommittees subject to CAC approval
 - iv. Assists in development of meeting agendas
 - c. Representative
 - i. To serve as the primary spokesperson for the CAC.
 - ii. To effectively communicate the vision and purpose of the committee.

- iii. To advocate for and represent the committee at Town meetings and events as requested.
 - iv. To be aware of current issues that might affect the Town.
 - d. Leader
 - i. Helps members with their success
 - ii. Good communication and interpersonal skills.
 - iii. Impartiality, fairness, and the ability to respect others.
 - iv. Ability to ensure decisions are made and reported to the Town Council.
 - v. Good timekeeping.
 - vi. Tact and diplomacy.
 - vii. Understanding of the roles/responsibilities of a Town committee member.
 - E. The CAC Vice Chair shall meet the same standards as the Chairman
 - F. The CAC Secretary shall serve by meeting the following:
 - a. Administration
 - i. To prepare agendas in consultation with the Chair.
 - ii. To circulate agendas and any supporting documents in a timely manner.
 - iii. To receive agenda items from other committee members.
 - iv. To check that a quorum is present.
 - v. To take meeting minutes and circulate the draft minutes to all committee members.
 - vi. To send approved minutes and agendas to the Town Clerk.
 - vii. To report any membership changes and excessive absences to the Town Clerk.
 - b. Professional Skills
 - i. Good communication and interpersonal skills.
 - ii. Impartiality, fairness, and the ability to respect others.
 - iii. Well organized and an eye for detail.
 - iv. Strong conflict resolution skills / Ability to work well with others
 - v. Documents accomplishments and CAC motions/decisions

SECTION 10 CONFLICT OF INTEREST

- A. In the event an issue comes before a CAC and a member of that CAC has a financial, personal or employment related interest in the outcome of the issue, that member should notify his fellow members that he/she has a potential conflict of interest and request that he/she be excused from voting.
- B. A CAC member that has been recused due to a conflict of interest shall not participate in the discussion or vote on the matter.

SECTION 11 MEETINGS

- A. All meetings shall be open to the public as required by North Carolina General Statutes § 143-318.10
- B. Unless otherwise specified, public meetings will follow the standard rules of procedure defined by the Town Council. The CAC may adopt other operating procedures as needed. In coordination with the staff and Town Council the CAC shall determine the date, time, and place for each meeting.
- C. Special Meetings: A majority of the CAC may call special meetings at any time in accordance with NCGS § 143-318.12 for specific business.
- D. Virtual Meetings or Teleconferences are allowed if the CAC can provide access to the live meeting audio.

- E. Cancellation of Meetings: Whenever there is no business for the CAC, the Chair may dispense with a regular meeting by giving notice to all members not less than twenty-four (24) hours prior to the time set for the meeting.
- F. Agenda: The agenda shall provide a description of each item of business so that interested members of the public will be capable of understanding the nature of each agenda item.
- G. As a rule, only those items appearing on the agenda will be discussed or voted on. However, if an item is raised by a member of the public, the CAC may discuss so long as no action is taken until a subsequent meeting where the item is placed on the agenda.
- H. Agendas shall be available for members and public at least two (2) days before the meeting.
- I. Minutes: Minutes shall be kept of all CAC meetings and be submitted to the Town Clerk within 45 days of the last meeting.
- J. All recommendations, reports, and motions shall be conveyed on the minutes.

SECTION 12 VOTING AND QUORUM

- A. A quorum for a CAC meeting shall consist of a simple majority of the members unless otherwise specified by state or local laws.
- B. No business may be conducted if a simple majority is not present.
- C. Decisions are reached based on a simple majority vote of those members present unless otherwise required by NC Law.
- D. Only appointed members may vote. Appointed members shall not delegate their vote to others. Voting by proxy is not allowed.
- E. Ex officio members shall not vote.
- F. In the absence of the chairman and vice-chairman where a quorum still exists the CAC may by simple majority vote appoint a member of the CAC to serve as the presiding officer of the meeting.

SECTION 13 GROUND RULES

- A. The Chair shall take necessary action to ensure all policies and procedures are followed during meetings. In general, the following ground rules shall apply:
 - a. Test assumptions and inferences
 - b. Share all relevant information
 - c. Focus on interests, not positions
 - d. Be specific—use examples
 - e. Agree on what important words mean
 - f. Explain the reasons behind your statements, questions, and actions
 - g. Disagree openly with any member of the group
 - h. Make statements, then invite questions
 - i. Jointly design ways of testing disagreements and solutions
 - j. Discuss undiscussable issues
 - k. Keep the discussion focused
 - l. Don't take cheap shots or otherwise distract the group
 - m. All members are expected to participate in all phases of the process
 - n. Exchange relevant information with nongroup members
 - o. Make decisions by consensus
 - p. Do self-critiques

- B. Attendees: The CAC shall ensure attendees maintain meeting etiquette to maintain effectiveness.
- a. Attendees shall not display signs or any similar type of written communication or device that may obstruct the view of citizens, cause injury, or affect the overall presentation of the item at hand.
 - b. Attendees shall not talk to other members of the audience.
 - c. Attendees shall not approach the podium unless invited to do so by the presiding officer.
 - d. Attendees shall not engage in any behavior that is not in keeping with proper and courteous conduct.
 - e. Attendees shall not cheer, jeer, applaud, or express approval or disapproval of comments made by any speakers or any actions taken by the Commission.
 - f. No attendee shall make personal, impertinent, or slanderous remarks, nor otherwise disturb the order of any Commission meeting.