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## **Sec. 2-32. Recruitment, appointment, removal of town boards and commissions members.**

Robert's Rules of Order shall govern all procedural matters not addressed by the provisions of this chapter. However, no action taken by the Board of Commissioners shall be invalidated by a failure to abide by Robert's Rules of Order.

- (1) The Board finds that:
  - a. It is important to appoint qualified, knowledgeable, and dedicated people to serve on boards and commissions and to solicit the interest and input of the citizens of Hillsborough in making such appointments; and
  - b. Written policies and procedures will increase public awareness of the various appointments that are to be made from time to time, increase the public's response to the Board's solicitation for public input into the appointment process, and assist the Board in the appointment of qualified, knowledgeable, and dedicated persons to serve on the various boards and commissions;
- (2) Appointments will be made in accordance with the applicable statute, ordinance, resolution, or policy that created the board or commission. Appointments will generally be limited to persons residing within the town, except as otherwise required or authorized by law (e.g., extraterritorial appointments on the planning board and board of adjustment). Discretion will be used when considering town employees for membership on any of the boards or commissions as set forth in section 4-12(b).
- (3) The Board of Commissioners may recruit through public advertising, membership committees or active boards and commissions, and other sources.
- (4) Each board and commission shall recruit and interview applicants to fill vacancies on such board or commission and bring recommendations to the Board of Commissioners for the Board's approval and appointment.
- (5) To fill an unexpired term on the Board of Commissioners, the town clerk will recruit for applicants by placing advertisements in the local newspapers, posting a notice of the vacancy at the county library, and seeking recommendations from Board members to attempt to receive a diverse applicant pool. All applications will be presented to the Board. The mayor or any commissioner may make one nomination from the applications presented. The town clerk will schedule the interviews of the nominees to be conducted at a specified Board meeting.
- (6) Unless the Board agrees by consensus to follow another procedure, the Board shall use the following procedure to appoint individuals to various subordinate boards and offices and to fill vacancies on the Board of Commissioners. Because subordinate boards carry out business on behalf of the Board of Commissioners, all candidates for subordinate boards shall be interviewed by the Board of Commissioners before their appointment.
  - a. The mayor shall open the floor to nominations, whereupon the names of possible appointees shall be put forward by the members and debated. Upon the conclusion of the debate, the mayor shall propose each name in alphabetical order, and the members shall cast their votes. The mayor may vote to break a tie.
  - b. If only one appointee is to be selected, the voting shall continue until one nominee receives a majority of the votes cast, whereupon he shall be appointed.
  - c. If more than one appointee is to be selected, the voting shall continue until a sufficient number of nominees have received a majority of votes cast to fill each vacancy.
- (7) The Board's policy is generally to limit the length of service on subordinate boards and commissions to two consecutive terms, or six years, whatever is less. This will allow for more individuals to serve and

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promote a diversity of opinions. This policy may be waived if the Board of Commissioners determines that the removal of an individual made ineligible by this policy would be detrimental to the functioning of that board or commission.

- (8) If an appointee, during a 12-month period beginning on the date of appointment, has unexcused absences which constitute more than 25 percent of the board meetings which he is required to attend pursuant to his appointment, he is obligated to resign. Excused absences are defined as absences caused by events beyond one's control. If the individual refuses to resign, he may be dismissed by action of the Hillsborough Board of Commissioners, subject to state law. If a more stringent attendance policy is set forth in any ordinance establishing a board or commission, or in the bylaws or rules duly established by such board or commission, the more stringent policy shall prevail. For those boards and commissions without an attendance policy, the policy stated herein will apply. All boards and commissions shall request all new appointees to certify that he understands the attendance policy, and this certification shall become part of the permanent files of such board or commission.
- (9) Subject to state law, the Board of Commissioners reserves the right, at any time and for any reason, to remove any member of any board or commission when a motion for removal receives the vote of a majority of the entire membership of the Board.

(Prior Code, § 2-32; Ord. of 11-14-1995)