

**POLICY AND PROCEDURES
FOR APPOINTMENTS TO TOWN BOARDS,
COMMISSIONS, COMMITTEES AND AUTHORITIES**

**SECTION 1. THE POLICY OF NORTH TOPSAIL BEACH GOVERNING
APPOINTMENTS TO THE VARIOUS BOARDS, COMMISSIONS,
COMMITTEES, OR AUTHORITIES IS AS FOLLOWS:**

- A. Any resident of North Topsail Beach is eligible to serve on the appointed boards, commissions, committees, or authorities of the Town, where such appointment is not prohibited by state statute or North Topsail Beach policy.
- B. No applicant will be considered for appointment to a board, commission, committee or authority where he or she has an immediate family member employed by such agency or department.
- C. All appointments will be made according to the Appointments Statute or Ordinance that created that board, commission, committee, or authority.
- D. No resident of North Topsail Beach may serve in more than two appointed positions of North Topsail Beach government, although the preference is only to serve on one, 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 two consecutive terms. This policy may be waived if the Town Board of Aldermen determines that the individuals reappointment would be detrimental to the functioning of that board, commission, committee, or authority.
- F. Whenever any appointee shall incur three absences over a 12-month period, said appointee's failure to attend shall be reported by the presiding individual of the respective board, committee, commission, or authority to the Town Board of Aldermen. Such absences on the part of any appointee may, at the election of the Town Board of Aldermen, be deemed to constitute resignation on the part of the appointee from such board, committee, commission, or authority.
Unless otherwise prohibited by law, any Town Board of Aldermen appointee may be removed, without cause, by a two-thirds majority of Town Board of Aldermen.
- G. Upon resignation or removal, the Town Board of Aldermen may select a replacement from the applications of persons who applied for the last vacancy on such board, committee, commission, or authority, without further notice, advertisement, or action by Town Board of Aldermen, or may advertise for applications to fill the vacancy.
- H. Each appointee must uphold Town policies pertaining to the board, committee, commission, or authority on which he/she serves.
- I. If a board member believes he/she has a conflict or potential conflict of interest on a particular issue, that member should state this belief to the other members of his/her respective board during a public meeting. The member should state the nature of the conflict, detailing that he/she has a separate, private or monetary interest, either direct or indirect, in the issue under consideration. The member should then excuse himself/herself from voting on the matter.

- J. An appointee will not be considered for any employment vacancy in the agency or department he/she is serving, until said appointee resigns his/her seat on the board, committee, commission, or authority, thirty (30) days before being considered for the vacancy. Should the appointee not be selected to fill the vacancy, he/she will not be eligible for reappointment to the board, committee, commission, or authority.
- K. Each Town Board of Aldermen member will have available to him or her a binder containing a list of all Town appointments with the following data provided:
1. Name of the board, commission, committee, or authority.
 2. Brief on the functions of each board, commission, committee, or authority.
 3. Statute or cause creating the board, commission, committee, or authority.
 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 2. PROCEDURES FOR FILLING VACANCIES FOR APPOINTED POSITIONS:

- A. Notification of Available Appointments
1. A list of available positions and a deadline for receiving applications will be published on the Town Web page, the Town Facebook page, and to the Town's Sunshine List 45 days prior to the term expiration date. Application deadline will be seven (7) days prior to the term expiration date. This duty will be carried out by the Town Clerk.
 2. Forty-five (45) days prior to the terms expiring, the Town Clerk will mail/email a notice to each person who is eligible for reappointment, informing s/he that if they wish to be considered for reappointment they should please complete an updated application within 7 days of their term expiration date. If an individual is not eligible for reappointment, he or she will be notified and given the reason for being ineligible.
 3. If, because of policy or otherwise, an individual is not reappointed, he or she will be presented a Certificate of Appreciation for service signed by the Mayor.
- B. Selection Process
1. All applications for a particular position will be returned to the Town Clerk. The Clerk will check each for eligibility.
 2. All applications will be forwarded to the Town Board of Aldermen 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 Board of Aldermen.
- C. Notification of Appointment
- The Town Clerk shall prepare a letter of notification to the appointee and a copy to the affected board, commission, committee, or authority 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 of the above data shall be maintained by the Town Clerk for use by Town Board of Aldermen.

As amended and adopted: