

COUNTY OF CHATHAM

COMMISSIONERS
HENRY DUNLAP, JR., Chairman
MARY HAYES HOLMES
UVA HOLLAND
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RES. #94- 52

BEN SHIVAR
County Manager

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RESOLUTION **Adopting Policies and Procedures** **for Appointments Made by the Chatham County Board of Commissioners**

WHEREAS, the Chatham County Board of Commissioners wishes to provide for increased public awareness of appointments to various county and non-profit boards, to solicit broader and more diverse participation from the public, to standardize the steps for selection of candidates, and to insure attendance at board and committee meetings;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the County of Chatham that the following policies and procedures are hereby set forth and are to be followed by the Board of Commissioners and staff in making appointments to all boards, committees, authorities, commissions, and other positions which the Board of Commissioners is responsible for appointing:

Section 1. In this policy, "board" shall refer to any or all boards, committees, authorities, commissions, or other positions which the Chatham County Board of Commissioners is responsible for appointing. "Board member" shall not refer to Commissioners who may be appointed to serve on other boards.

Section 2. No citizen of Chatham County may serve in more than two appointed positions of County Government unless exempted by the nature of the position or otherwise.

Section 3. Unless otherwise stated by statute, no citizen may serve more than three consecutive terms in any one position. This policy may be waived by a vote of the Board of Commissioners if the Board of Commissioners determines that the removal of an individual made ineligible by this policy would be detrimental to the functioning of his/her respective board, unless the removal is required by statute.

Section 4. Unless otherwise stated by statute, absences, excused or unexcused, which constitute more than 50 percent of the meetings in a given calendar year or occur more than three consecutive times will be considered a voluntary resignation by a board member. He or she will automatically be removed from the board and replaced by

appointment of the Board of Commissioners, unless such removal would cause an undue burden on the functioning of the board. If a board member is absent as outlined above, the County staff person assigned to his/her committee should notify the Clerk to the Board of Commissioners. The Clerk to the Board is hereby authorized to send the board member a letter setting forth the County's policy and announcing that the board member is thereby removed. The board member may appeal his/her removal to the Board of Commissioners within 10 days of the mailing of the letter.

Section 5. Each County Commissioner will have available to him or her a binder containing a list of all County appointments, with the following data provided:

- The name of the board
- A brief description of its functions
- The statute or cause creating the board and the composition of the board according to the statute
- The total number of members and length of terms of office
- The names, addresses, and telephone numbers of current members; the number of terms each has served; the date of each member's original appointment; and the expiration date of each member's term
- The regular meeting day, time, and location, if fixed.

Section 6. All boards to which the Board of Commissioners makes appointments shall be advertised one time per year and information sheets from volunteers solicited. These information sheets shall be kept on file in the Office of the Clerk to the Board and made available to Commissioners as board vacancies arise. In addition, current vacancies shall be posted in the Office of the County Manager and in the County's libraries.

Section 7. Sixty days prior to the expiration of a term, the Clerk to the Board shall mail a notice to each person who is eligible for reappointment requesting an indication of his or her interest in continuing to serve. If an individual is not eligible for reappointment, the Clerk to the Board shall notify that person and indicate the reason why he/she is ineligible.

Section 8. If, because of policy or otherwise, an individual is unable to be reappointed, the Clerk to the Board shall prepare and send a letter of appreciation under the Chairman's signature to that individual thanking him/her for past services rendered.

Section 9. When a vacancy occurs, the Clerk to the Board shall send a copy of the information sheets submitted for that particular board to all Commissioners at least 30 days prior to the meeting at which an appointment is expected. On the information sheets, the Clerk shall note those candidates who are ineligible to serve and the reasons for the ineligibility.

Section 10. When the advertising or readvertising of positions does not produce within the time frame prescribed the necessary number of qualified persons to fill the vacancies indicated, the Board of County Commissioners on its own initiative will name the appointees.

Section 11. When vacancies and positions appointed pursuant to this policy occur prior to the expiration of term of office, the Board of County Commissioners shall appoint a person to serve the remainder of the term in accordance with the procedures outlined herein.

Section 12. The Clerk to the Board shall prepare and send a letter under the Chairman's signature to all applicants notifying them of whether or not they were appointed to the board of their choice. A copy of appointment letters shall be sent to the effected board chairperson and County staff person assigned to the effected board.

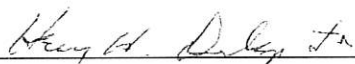
Section 13. All information sheets received shall be retained for at least two (2) years.


Section 14. Each newly appointed board member is expected to attend an orientation session with his/her County staff advisor. During this meeting, the responsibilities and activities of the board will be discussed. Staff advisors are responsible for contacting new board members as to the date and time of this session.

Section 15. This resolution shall become effective upon adoption.

Adopted this, the 17th day of October, 1994.

ATTEST:


Henry H. Dunlap, Jr., Chairman
Chatham County Board of Commissioners


Sandra B. Lee, Clerk to the Board
Chatham County Board of Commissioners