

RESOLUTION

RESOLUTION AMENDING POLICIES AND PROCEDURES FOR APPOINTMENTS TO THE COUNTY BOARDS, COMMITTEES AND AUTHORITIES

WHEREAS, the Board of Commissioners has previously adopted a resolution setting forth policies and procedures for appointments to the County's Boards, Committees and Authorities; and

WHEREAS, the Board desires to amend the previous resolution and adopt this resolution as the official policy appointments to County Boards, Committees and Authorities.

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners for the County of Buncombe as follows:

Section 1. The policy of Buncombe County governing appointments to the various boards, committees, or authorities made by the Board of County Commissioners is as follows:

- A. Any citizen of Buncombe County is eligible to serve on the appointed boards, committees, or authorities of the County where such appointment is not prohibited by State statute.
- B. All appointments will be made according to the Appointment Statute or Ordinance that created that Board, Committee or Authority.
- C. No citizen of Buncombe County may serve in more than two appointed positions of Buncombe County Government unless exempted by nature of the position he or she may hold in governmental service.
- D. No citizen may serve more than two full consecutive terms in anyone position--excluding the fulfillment of an un-expired term. This policy may be waived if the Board of Commissioners determines that the removal of an individual made ineligible by this statute would be detrimental to the functioning of that board, committee or authority. A member shall serve until the expiration of their term or until such time as a successor is appointed.
- E. If an appointee fails to attend at least 75 percent of the regularly scheduled meetings of a Board or commission within a twelve (12) month period, he or she is obligated to resign. If the individual refuses to resign, he or she may be dismissed by action of the Board of Commissioners subject to State or local law. A calendar year is to be defined as twelve (12) month period beginning on the date of appointment.
- F. Each County Commissioner will have access to a list of all County appointments, with the following data provided:
 1. Name of the Board, Committee or Authority.
 2. Outline of function
 3. Statute or cause creating the Board, Committee or Authority.

4. Number of members, length of term including number of terms served
5. Regular meeting day, time and location
6. Address of member

Section 2. Procedures for filling vacancies for appointed positions:

A. Notification of Available appointments.

1. Not less than thirty (30) days prior to the terms expiring, the Clerk to the Board shall list upcoming vacancy on the commissioners' agenda and County website informing the public that nominations are being received and other pertinent details.
2. Not less than fifteen (15) days prior to a term expiration the Clerk will notify each person who is eligible for reappointment requesting information on his or her interest in continuing to serve. If an application is not on file, one will be requested at that time. 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 unable to be reappointed, he or she will be sent a letter of appreciation by the Chairman of the Board of Commissioners at the expiration of this or her term thanking him or her for the past service.

B. Selection Process

1. Fifteen days prior to the date of a vacancy all nominations forms for a particular position will be given to the Clerk who will check for eligibility.
2. A list of all names submitted will be sent to all Commissioners with those who are ineligible noted and reasons for ineligibility given.
3. New applicants for appointment to the following Boards, Commissions or Authorities will be interviewed by at least two members of the Board of Commissioners prior to appointment:

Airport Authority
Asheville-Buncombe Technical Community College Board of Trustees
Board of Health
Economic Development Commission
Metropolitan Sewerage District Board
Planning and Zoning for the City of Asheville
Planning Board for Buncombe County
Social Services Board

C. Notification of Appointment

The Clerk to the Board shall prepare a letter of notification to the appointee with a copy to the affected Board, Committee or Authority notifying each of the appointment. This letter will include a congratulatory statement, the time, date and places of the first meeting he or she is to begin service; and when and where he or she is to be sworn in if this is required.

D. Application

All applications for nomination shall be kept for two years. Applications shall be kept on file for all active appointees.

ADOPTED the 4th day of January, 2011.

ATTEST

BOARD OF COMMISSIONERS FOR THE
COUNTY OF BUNCOMBE

KATHY HUGHES, CLERK

BY _____
DAVID GANTT, CHAIRMAN

APPROVED AS TO FORM

MIKE FRUE, COUNTY ATTORNEY