



# Buncombe County, North Carolina

## Policy and Procedures for Board Appointments by the Board of County Commissioners

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### 1.0 Policy Information

<b>Category &amp; Subcategory:</b>	Board Policy – Board Appointments	<b>Original Effective Date:</b>	12/17/2019	<b>This Revision Effective:</b>	DD/MM/YYYY
<b>Persons Affected:</b>	Board of Commissioners, Board Appointees, and Applicants for Appointment				
<b>Approvals:</b>	Approved By:	Brownie Newman, Chair, Board of Commissioners	Approved By:		
	Approved By:		Approved By:		

### Revision History

Effective Date	Version	Section	Summary of Changes	Author
DD/MM/YYYY	1.0	All	Original document	Clerk's Office

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## 2.0 Introduction

The Buncombe County Board of Commissioners is responsible for appointing members to certain boards, committees, and authorities. This responsibility may be granted by statute, local ordinance, or other actions of the Board of Commissioners.

## 3.0 Purpose

To establish the policy and procedures for the Board of Commissioners to appoint of citizens of Buncombe County as members to boards, committees, or other authorities. This policy does not apply to the appointment of any member of the Board of Commissioners as a member to any board, committee or other authority.

## 4.0 Applicability

This policy applies to review of applications and all appointments made by the Board of County Commissioners to any boards, committees, or authorities.

## 5.0 Appointing members to boards, committees, or authorities

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

- 5.1 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.
- 5.2 All appointments will be made according to state laws and local ordinances that created that board, committee or authority.
- 5.3 No Buncombe County appointee may serve on more than two county appointed boards, committees, or authorities unless exempted by nature of the position he or she may hold in governmental service.
- 5.4 Terms are limited to two full consecutive terms in any one position—excluding the fulfillment of an un-expired term. This policy may be waived if the Commissioners determine that the removal of an individual made ineligible by this policy would be detrimental to the functioning of that board, committee or authority. A member may serve until the expiration of their term or until such time as a successor is appointed.
- 5.5 If an appointee misses four (4) consecutive meetings unexcused, or fails to attend at least 75 percent of the regularly scheduled meetings of a board, committee or authority within any 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 Commissioners subject to State or local law. .
- 5.6 No applicant will be considered for appointment to a board, commission, committee or authority where he or she has a close familial, business, or other associational relationship with an immediate family member employed by such board, committee, or authority. A "close familial relationship" means a spouse, parent, child, brother, sister, grandparent, or grandchild. The term includes the step, half, and in-law relationships.

## 6.0 Procedures for filling vacancies for appointed positions

### 6.1 General

- 9.1.1 All vacancies will be advertised for a minimum of one (1) month.

Exception to this rule may be made for vacancies due to resignation or removal: the Commissioners may select a replacement from recommendations or active applications, without further notice, advertisement, or action.

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9.1.2 All nomination forms for a particular position will be given to the Clerk who will check for eligibility.

9.1.3 A list of qualified applicants will be provided to all Commissioners which will include the name, address, employer, and a brief summary of qualifications.

9.1.4 New applicants for appointment may be interviewed in a public meeting at the discretion of the Commissioners prior to appointment.

## 6.2 Application

9.2.1 All applications for nomination shall be kept for one year. Applications shall be kept on file for all active appointees.

9.2.2 A new application is required for those seeking reappointment.

## 6.3 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.

## 7.0 Reporting to the Board of Commissioners

### 7.1 Listing of County appointments

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; and,
6. Address and contact information of member.

### 7.2 Annual reporting

Each board shall make an annual report, which may be verbal or written, to the Board of Commissioners outlining their activities for the past year.