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**EFFECTIVE APRIL 6, 1992**  
AMENDED MARCH 15, 1994  
AMENDED AUGUST 8, 1994  
AMENDED: NOVEMBER 3, 1999  
AMENDED: NOVEMBER 22, 1999  
AMENDED: DECEMBER 7, 1999  
AMENDED: FEBRUARY 14, 2000  
AMENDED: JUNE 6, 2000  
AMENDED: MARCH 6, 2001  
AMENDED: APRIL 20, 2004  
AMENDED: APRIL 12, 2005  
AMENDED: FEBRUARY 21, 2006

**RESOLUTION  
ORANGE COUNTY  
APPOINTMENT AND ORIENTATION  
PROCESS FOR  
BOARDS AND COMMISSIONS**

**WHEREAS, it is the statutory duty of the Orange County Board of Commissioners, as the governing body of Orange County, to appoint persons to various boards and commissions to assist in the operation of county government; and**

**WHEREAS, the Board of Commissioners wants to appoint qualified, knowledgeable, and dependable people to serve on these boards and commissions and therefore solicits the interest and input of the citizens of Orange County in making said appointments; and**

**WHEREAS, the Board of Commissioners is of the opinion that written policies and procedures will increase public awareness of the various appointments that are to be made from time to time.**

**WHEREAS, the Board of Commissioners desires to increase the public's interest in the solicitation of information and recommendations that will assist the Board in the appointment of qualified, knowledgeable, and dependable citizens to serve on the various boards and commissions;**

**NOW, THEREFORE, BE IT RESOLVED by the Orange County Board of Commissioners that the policies and procedures governing appointments to the various boards and commissions as follows:**

- 1. Any resident of Orange County is eligible to serve on the appointed boards or commissions of the County where such appointment is not prohibited by State statute. All appointments will be made according to the applicable statute, ordinance, resolution or policy that created the board or commission. Discretion will be used when considering County employees for membership on any of the boards or commissions. Elected officials from other jurisdictions shall not be appointed to County boards and commissions unless specifically representing their boards in their elected capacity.**

1           **2. The County Commissioners may recruit through public advertising, membership**  
2 **committees of boards and commissions, talent bank, Volunteer Orange, Internet, speakers’**  
3 **bureau and County information line. While the Board of Commissioners may request and/or**  
4 **receive recommendations from county boards and commissions or other sources, the Board of**  
5 **Commissioners will make the final decision based on all factors related to the representative**  
6 **needs of the specific boards.**

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8           **3. Appointments for joint planning area and extraterritorial residents as members and**  
9 **alternate members to city boards shall be done in accordance with the General Statues (G.S.**  
10 **160A-362) and, by Chapter 234 of the 1987 session laws, G.S. 160A-360.1 which require a city to**  
11 **give representation to the residents of its extraterritorial zoning jurisdiction on its Planning**  
12 **Board and the Board of Adjustment. When a vacancy exists, the municipality will be requested**  
13 **to provide to the Board of County Commissioners a resolution with a recommendation for that**  
14 **vacancy. The Board of County Commissioners may solicit other applications for said vacancy if**  
15 **they so desire. If the Board of County Commissioners does not make the appointment within 90**  
16 **days after receiving a recommendation from the City Council requesting such action, the City**  
17 **Council may appoint outside members in accordance with G.S. 160A-362. Members of sub-**  
18 **committees of County Boards and Commissions shall be members approved by the Orange**  
19 **County Board of Commissioners and not members selected by the particular Board or**  
20 **Commission.**

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22           **4. Appointments will be made at a regular meeting of the Board of Commissioners.**  
23 **The regular expiration of terms for positions on boards and commissions will be March, June,**  
24 **September and December. When the appointments are presented to the County Commissioners**  
25 **for their consideration, a list of all those who have applied and are eligible for appointment will**  
26 **be included with the abstract. If someone is recommended for appointment, the abstract will**  
27 **indicate that a recommendation has been received, giving the source. The recommendation will**  
28 **be kept on file in the Clerk’s office. The attendance records, including late arrivals, for all**  
29 **members seeking reappointment will be included with the recommendation.**

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31           **5. No citizen of Orange County shall serve in more than two appointed positions of**  
32 **Orange County Government unless exempted by the nature of the position he or she may hold**  
33 **in governmental service. This policy shall not apply to individuals who serve on boards or**  
34 **commissions because of their official position. It also does not apply to volunteers serving**  
35 **because of a requirement that a particular type of professional individual be represented if**  
36 **recruitment efforts have failed to locate other qualified persons. This policy shall not apply to**  
37 **citizen service on one short-term task force (making a total of three appointments) if the**  
38 **duration of service is less than one year. A “Task Force” is defined as a group with a specific**  
39 **charge and a short duration for its work. This policy shall not apply to any Orange County**  
40 **Commissioner who serves on any board as an appointee or a liaison to a board because he/she**  
41 **is a County Commissioner.**

42           **6. The County Commissioner “Liaison” assigned to a board or commission shall**  
43 **serve the following roles:**

1           **1. To communicate with the board or commission when County Commissioner**  
2           **communication is needed and to serve as the primary two-way communications**  
3           **channel between Commissioners and the board or commission.**

4           **2. To participate in filling vacancies and reviewing applications.**

5           **3. To serve as the primary formal Commissioner contact, and/or to be invited to**  
6           **attend/participate as needed.**

7           **4. To resolve questions the board or commission may have about the role of**  
8           **County Commissioners, county government, and the board or commission.**

9           **5. To establish formal or informal contact with the chairperson of the board or**  
10           **commission and effectively communicate the role of the liaison.**

11           **6. To provide procedural direction and relay the Commissioners' position to the**  
12           **board or commission, and communicate to the board or commission that the**  
13           **liaison's role is not to direct the board/commission in its activities or work.**

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15           **7. When a County-created advisory board has a position for a County Commissioner**  
16           **that counts toward total membership, the presence of two commissioners shall not be**  
17           **construed to exceed the membership total. If two BOCC members are approved by the BOCC to**  
18           **attend meetings or if one member is an alternate of a particular advisory board, both shall have**  
19           **full participations rights. On County created boards, an alternate may participate, unless the**  
20           **number of BOCC members attending an advisory board meeting constitutes a quorum of**  
21           **County Commissioners.**

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23           **8. A member of the Orange County Board of Commissioners who serves as an**  
24           **"Alternate Member" on a non-Orange County created advisory board or commission, shall**  
25           **have the following duties and powers:**

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27           **a.) An alternate member (hereinafter referred to as "alternate") shall serve as a**  
28           **substitute for a regular member in the event of the regular member's absence.**

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30           **b.) An alternate is not required to attend meetings; except in the case of the**  
31           **Board of Adjustment, for which alternates are required to attend.**

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33           **c.) An alternate may attend meetings if she/he chooses to do so, however;**

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35           **d.) An alternate may not participate unless the member she/he is substituting for**  
36           **is absent.**

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**e.) “Participate” is defined as speaking during the meeting, asking questions during the meeting of staff and others, and/or voting.**

**f.) In the case of Orange County Commission members, if the attendance of the alternate would create a majority of County Commissioners in attendance, the alternate must leave the meeting table and be only a silent observer.**

**g.) Even though an alternate does not attend all meetings, he/she is required to be informed and knowledgeable of the business and activities of the advisory body.**

**h) If Orange County Commissioners attend a meeting at which two appointed commissioners are present, they may not speak, lobby staff, or otherwise participate in the meeting except as a silent observer.**

**9. A member of the Orange County Board of Commissioners who serves as an “Alternate Member” on an Orange County, North Carolina advisory board or commission, shall have the following duties and powers:**

**a.) An alternate member (hereinafter referred to as “alternate”) shall serve as a substitute for a regular member in the event of the regular member’s absence.**

**b.) An alternate is not required to attend meetings; except in the case of the Board of Adjustment, for which alternates are required to attend.**

**c) An alternate may attend meetings if she/he chooses to do so, however;**

**d.) An alternate may not participate unless the member she/he is substituting for is absent.**

**e.) “Participate” is defined as speaking during the meeting, asking questions during the meeting of staff and others, and/or voting.**

**f.) In the case of Orange County Commission members, if the attendance of the alternate would create a majority of County Commissioners in attendance, the alternate must leave the meeting table and be only a silent observer.**

**g.) Even though an alternate does not attend all meetings, he/she is required to be informed and knowledgeable of the business and activities of the advisory body.**

1           **h) If Orange County Commissioners attend a meeting at which two appointed**  
2           **commissioners are present, they may not speak, lobby staff, or otherwise**  
3           **participate in the meeting except as a silent observer.**  
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6           **10. For boards/commissions, which are not state mandated, the Board's policy is to**  
7           **limit the length of service to two-three year terms (or any combination of full terms totaling six**  
8           **years) on the various boards and commissions. This time period does not include state**  
9           **mandated training programs or partial terms. Appointment to serve for any actual period of two**  
10           **(2) years or more will constitute a full term. Appointment for any actual period of less than two**  
11           **(2) years will constitute a partial or unexpired term. This will allow for more individuals to serve**  
12           **and for diversity of opinions. It will also provide for conformity in the length and number of**  
13           **terms for those boards and commissions that are not state mandated with set terms. The Board**  
14           **will limit the length of service according to this policy for boards and commissions that are**  
15           **State mandated, to the extent permitted under state law.**  
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17           **11. If an appointee, in any calendar year, has absences which constitute more than 25**  
18           **percent of the regularly scheduled Board meetings or three consecutive meetings, whichever**  
19           **comes first, which he or she is required to attend, he or she is obligated to resign. The Board of**  
20           **Commissioners may consider extenuating circumstances. If the individual refuses to resign, he**  
21           **or she may be removed by action of the Board of County Commissioners subject to state or**  
22           **local law. A leave of absence may be granted for extraordinary circumstances, such as illness**  
23           **or personal circumstances. This request must be made to the Board of County Commissioners.**  
24           **A calendar year is to be defined as a 12-month period beginning on the date of appointment.**  
25           **The Clerk to the Board shall request all new appointees to certify that they understand the**  
26           **attendance policy.**  
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28           **12. The rate of pay, if any, to members for serving on boards and commissions shall**  
29           **be established by the Board of Commissioners in accordance with the General Statutes.**  
30           **Records for pay purposes shall be submitted by the appropriate department to the finance**  
31           **Officer for monthly disbursement.**  
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33           **13. Attendance at a Volunteer Orientation Program will be required of all new**  
34           **appointees to the boards and commissions. This does not include those boards and**  
35           **commissions, task forces or committees of short duration, although, if space permits, they will**  
36           **be invited. The purpose of this training is to supplement rather than replace any specific**  
37           **training needed for a person to serve on a particular board or commission. The following**  
38           **boards or commissions shall receive specific training in their area of responsibility:**  
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40           **\* Adult Care Home Community Advisory Committee - training by the Triangle J Area**  
41           **Agency on Aging Ombudsman Program**

42           **\* Board of Equalization and Review- special on the job training, by Tax Assessor**  
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\* **Board of Health-**

\* **Board of Social Services-**

\* **Human Relations Commission** - Ordinance training from staff; they also may receive federal HUD training by attending the national HUD conferences, which HUD pays for

\* **Nursing Home Advisory Committee** - training by the Triangle J Area Agency on Aging Ombudsman Program

\* **Orange County Planning Board-** Proposed: Institute of Government Training

\* **Orange County Board of Adjustment** - members receive a copy of:

a.) Orange County Planning Ordinances

b.) The **Zoning Board of Adjustment in North Carolina** by the Institute of Government

c.) County Attorney meets with members once a year

\* **Other boards / commissions as the Board of Commissioners shall determine**

**14. Individuals who go off a board or commission will receive a commemorative gift of appreciation along with a letter from the Board of Commissioners thanking them for their service. A person must serve at least one year to be recognized in this way. Each board and commission is encouraged to also recognize its members, as it deems appropriate.**

**15. 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 of Commissioners.**

**16. The members of County advisory boards and commissions shall agree to follow the ethics guidelines adopted by the Board of Commissioners. In addition, all citizens applying for the OWASA Board of Directors will be required to sign a Board Member Disclosure Form.**

**THIS POLICY shall become effective April 6, 1992, and may be amended from time to time. All appointments to boards and commissions by the Board of Commissioners shall follow the provisions of this policy.**