



Town of Siler City Advisory Board & Committee Policy

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Introduction and Overview

Serving your community through participation on a Town of Siler City advisory board or committee is an important way to help guide the town. The Town of Siler City currently has many advisory boards and committees that are comprised of volunteers appointed by the Town of Siler City Board of Commissioners. The Town of Siler City encourages participation by its residents in the Town government through service on Town boards and committees. Serving on a board is an opportunity to collaborate with local government and to help shape decisions and policies that impact our community.

Members of advisory boards and committees provide an invaluable service to our town. Members advise the Board of Commissioners on a wide variety of subjects by making recommendations on important policy matters. The mission, responsibilities and time commitments for each board varies. A brief description of each board, including meeting times and locations, can be found at the end of this policy. The Town of Siler City Board of Commissioners are committed to appointing diverse, qualified, and dedicated people of all ages, interests, and backgrounds.

This policy is for people interested in volunteering on an advisory board or committee or who were recently appointed to one of the Town's advisory boards. In this policy, you will find information on how the board functions, qualifications for members, information for new appointees, advisory board roles and responsibilities, policies governing boards and board members, and a description of all Town advisory boards or committees to which the Board of Commissioners appoints members.

If you have questions or require assistance, contact the Town Clerk at 919-726-8620 or email kpickard@silercity.org.

Appointment To Advisory Boards and Committees and the Application Process

The Town of Siler City has a long history of providing many opportunities for resident participation on local government advisory boards and committees. There are currently five advisory boards to which the Board of Commissioners make appointments.

The Board of Commissioners may at times appoint residents to both ad hoc committees and standing committees. Ad hoc committees are temporary committees that have been given a limited charge and are usually expected to provide recommendations to the Board of Commissioners within one year. Standing committees have ongoing responsibilities and are usually either regulatory or advisory in nature. Regulatory advisory boards or committees are involved in recommending policy or operating procedures for the related activity. Other advisory boards or committees may be charged with reviewing local plans and policies and making recommendations.

The Board of Commissioners also appoints from its membership, staff, or residents to non-city bodies such as the Central Pines Council of Governments or Triangle Area Regional Planning

Organization.

Appointments to advisory boards and committees are made bi-annually in June or as needed. At least four weeks prior to the date for nominations, the Town Clerk publicizes any upcoming vacancies eligible for appointment. The vacancies are publicized by providing and posting a list of vacancies through the Town's website, local paper and radio station, and other opportunities.

Applicants seeking appointments to a specific advisory board are strongly urged to attend several meetings of that committee prior to completing and applying. Applicants are also encouraged to attend meetings of the Board of Commissioners to observe proper procedure and decorum of meetings.

All discussion and consideration of appointments are made in open sessions of the Board of Commissioners. The Board of Commissioners vote on the person(s) to fill the vacant positions. A majority vote of the Board of Commissioners is necessary for appointment. Once an appointment takes place, the Town Clerk's Office will notify that candidate of their appointment.

Application to Advisory Boards and Committees

An application is required for consideration of an appointment to an advisory board or committee. All information provided in completing the application becomes public information and is therefore subject to public records requests. Once an application for an appointment has been filed with the Town Clerk, it is placed on file and remains active during the calendar year they are received. The Town Clerk will include all filed applications in each pool of vacancies for consideration by the Board of Commissioners during the calendar year. At the end of the calendar year, all non-appointed applications will be filed per the records retention schedule. Applicants wishing to be considered for next year's cycle will need to reapply.

Applications are available on the Town's website.

Qualifications for Advisory Board Members

Appointees to advisory boards and committees may be subject to certain residency requirements specified by NC General Statutes. Appointees must be at least 18 years of age at the time of application.

No resident shall be eligible to hold concurrently more than one appointment to a standing advisory board or committee. This limitation shall not apply to ad hoc committees appointed by the Board of Commissioners.

Current Town employees shall not be eligible to serve on a Town advisory board or committee but may be appointed to serve on ad hoc committees or regional boards or committees.

An oath of office (or affirmation) is required for some advisory boards. Where applicable, newly appointed advisory board members will take and sign an oath of office or affirmation with the Town Clerk following their appointment. A new member may not vote on any matter until the oath of office has been administered. Reappointed members shall also be administered the oath of office, if applicable.

The following advisory boards require an oath of office: ABC Board, Board of Adjustments, and Planning Board.

All appointees are subject to the Town's Code of Ethics and Attendance Policy for Members of Advisory Boards and Committees included in this policy. A Statement of Economic Interest Form is required for applicants of all advisory boards and committees.

New Appointees to Advisory Boards and Committees

Volunteering to serve your community through an appointment by the Board of Commissioners to an advisory board or committee is encouraged. This policy will acquaint applicants with the Board of Commissioners' policies regarding advisory boards and committees and the roles and responsibilities of members. This policy is provided to new appointees by the Town Clerk along with their notice of appointment.

Advisory boards and committees are established to increase community input and participation in Town government. Most of the advisory boards and committees exist to advise and make recommendations to the Board of Commissioners, while some have distinct regulatory responsibilities that are established by law.

By accepting an appointment, residents in a position to work directly with the local government, on behalf of your fellow residents, to enrich community life on a wide variety of issues. The greater your participation in the work of the advisory board or committee, the greater will be the effectiveness of the advisory board or committee in carrying out its charge and ultimately improving the community.

While the Board of Commissioners set policy and make decisions affecting their constituency, they also consider community participation a vital aspect of good government. Working in partnership with the Board of Commissioners, Town Staff, and your community, the Town can continue to set the standards for excellence in good government and quality of life.

All advisory board and committee meetings shall comply with the North Carolina Open Meetings Law, which requires that all meetings of "public bodies" be open to the public after proper notice is given.

The open meetings law (G.S. 143-318.9 through 143- 318.18) defines the term *public body* as any elected or appointed board and committee, and so forth, in state or local government that (1) has at least two members and (2) exercises or is authorized to exercise any of these powers: legislative, policymaking, quasi- judicial, administrative, or advisory.

A quorum is a majority of the actual members of the advisory board or committee minus any vacancies. A quorum of the advisory board or committee shall be required for any action to be taken including holding meetings.

Board of Commissioners Policies

Appointees are subject to the covenants of this policy, which includes the Code of Ethics and Attendance Policy for Advisory Boards and Policies and Procedures for Administering Advisory Boards and Committees.

These policies shall apply to every member of an advisory board or committee that is part of the Town of Siler City. In addition, these policies shall apply to all appointees by the Board of Commissioners to an advisory board or committee that is not part of the Town of Siler City.

Multiple Terms of Office

Excluding elected officials acting in Ex-Officio capacity, an individual may not serve on more than one advisory board or committees at one time.

Advisory board or committee members are appointed by and serve at the pleasure of the Board of Commissioners. Appointments for all advisory bodies are made for three-year terms of office unless otherwise specified. Terms on various advisory boards or committees are overlapping (staggered) to avoid replacement of all members of any one board at a single time. All terms shall become effective on the date specified in the appointing motion by the Board of Commissioners, and upon the appointee having taken the oath of office if required.

The Board of Commissioners has expressed their preference to limit most advisory board and committee members' terms of service to two consecutive terms; however, they have reserved the right to override that preference when they deem the circumstances of an individual's service to the community to be of such notable importance as to warrant a continuation of service. In those situations where the Board of Commissioners deems special circumstances exist that warrant the continuation of community service by an individual on an advisory board or committee, any member of the Board of Commissioners may place the name of that individual into nomination and state that they believe special circumstance warrant a continuation of service. The Board of Commissioners may then reappoint said individual by voting on the membership to reappoint the individual to another term of office. This process may be repeated as often as the Board of Commissioners deems the special circumstances to warrant an additional appointment.

A person who has served more than two-thirds of a full term after being appointed to complete the term of a previous advisory board member shall be considered to have served a full term for the purposes of determining eligibility under the provisions of this section.

Resignations, Terminations, and Replacements

Any member of an advisory board or committee who desires to resign shall do so in writing to the Town Clerk.

Unless otherwise provided by law, ordinance, or resolution, all appointments by the Board of Commissioners to an advisory board or committee serve at the pleasure of the appointing office and may be removed at the discretion of said office with or without cause. Members of advisory boards or committees may be removed from said advisory board or committee for failure to meet any part of this policy.

If a member of an advisory board fails to comply with the attendance policies contained herein, it shall be the responsibility of the staff liaison of that advisory board to notify the Town Clerk, in writing, of the policy violation and to request that said member be replaced. The Town Clerk will disseminate to the Board of Commissioners.

Public Records

All public bodies receive and create public records while conducting regular business. Members also produce public records when you function in your official Town capacity as an advisory board member. For instance, if members communicate with another individual in the official Town capacity or exchange information about matters under the advisory board's purview, you may create a public record even if you use your personal email, voicemail, or video recording to transmit that information. Many people misunderstand the law and assume communications on personal email accounts or via text messages are not subject to the public records law; this is untrue.

All advisory board and committee members' communications concerning the advisory board or committee are subject to public disclosure no matter what device on which it is performed.

Social media posts can be considered public records. No advisory board or committee member is authorized to create or administer social media pages representing the Town or its advisory boards in any way.

North Carolina's public records law, enacted in 1935, is one of the most open public records laws in the United States. The law provides a broad definition of what is a public record and stipulates that anyone can request a public record for any reason or without reason.

Public records are designated by content and function, it does not matter in which format it exists or what device was used to transmit the information. By definition, public records are papers, photographs, videos, maps, emails, voicemail messages, instant messages, text messages, minutes, policies or directives, final drafts of reports or recommendations, or any other record created or received while transacting the public business by any agency of North Carolina government or its subdivisions, this includes advisory boards and committees.

The purpose of making records public is to allow greater insight into government, provide accountability and transparency in the decision-making process, and ensure unrestricted access to the public. Not all information is considered a public record; for instance, personal messages to friends or family members and spam are excluded. In addition, there are records that are protected and not public; for instance, employee personnel file information and personal identifying information (social security numbers, etc.). If you have questions regarding public records, please contact the Town Clerk.

Creating Records

Advisory board and committee members have a legal responsibility for retaining records pertaining to official Town business. Members should identify if records are created or received for official Town business and retain any such records.

Email and text messages are public records created by officials and employees for the purpose of conducting official Town business. If the content of an email or other electronic communication meets the definition of a public record, it is subject to disclosure, whether it is in a public or private email account, social media account, or personal cell phone or device. If you must conduct business via text messaging, a good practice for retention is to forward the message to your email account or capture the text message with a screenshot and upload the image to your email account. Members must manage migrated records in their email account throughout their lifecycle.

Do not destroy your public records! NC G.S. § 132-3(a) requires that you retain certain records for a period, and that you turn over certain records if a member of the public requests them when they contain content related to your official Town capacity. This is true even if the records are on your personal computer, personal cellphone, or personal email account. To review retention schedules of records, please refer to the Town of Siler City's Records and Retention and Disposition Schedule which has been provided to your staff liaison or contact the Town Clerk.

Public Records Requests

Inspection of public records must be made available. If records are requested from you from a Town staff member to fulfill a public records request, please notify the Town Clerk and plan to provide the requested information in a timely manner.

Failure to provide access to records in accordance with the law may subject the Town to lawsuits to compel production. Individuals can be held personally liable for attorneys' fees if found to have knowingly or intentionally committed, caused, permitted, suborned, or participated in a violation of the public records law.

Please contact the Town Clerk for assistance.

Roles and Responsibilities of Advisory Board Members, Chairpersons, and Staff Liaisons

The roles and responsibilities listed below are the guidelines of each advisory board or committee. It is important that dialogue takes place between the members, chairpersons, and staff on how the specific advisory board or committee can function at its optimum. The members and chairperson of an advisory board or committee serve as advisors and receive their charge from the Board of Commissioners. The staff liaison is an employee of the Town, usually with other job responsibilities, and is accountable to their department head and/or Town Manager. Responsibilities clearly defined by the chairperson and staff will make the advisory board and committee and its work more effective.

Advisory Board Members

Advisory Board members are an important part of the Town of Siler City government process. They are selected to be part of an advisory board or committee that advises the Board of Commissioners on pertinent issues, policymaking, and project development and implementation.

This can be accomplished in the following ways:

- It is important for every member to be aware of the time, energy, and commitment that is involved in being part of an advisory board.
- Meeting attendance is critical to the proper function of the advisory board. A member must notify the chairperson and the staff liaison if they cannot attend a meeting.
- Much of the work of the advisory board is accomplished at its scheduled meetings. Therefore, all members in attendance contribute to the most effective work plan.
- Members may be asked by the chairperson to complete specific tasks which may include serving on subcommittees. Every member contributes to the problem-solving process. Individual members are encouraged to prepare materials that are substantive and meet required deadlines.
- All members are required to vote on recommendations and actions of the group unless a potential conflict of interests exists or is otherwise allowed by NC General Statutes.
- For the advisory board to provide the most comprehensive information to the Board of Commissioners, each member works in the spirit of compromise and negotiation to reach consensus when possible. Members are asked to keep up to date on information relating to advisory board interest areas.
- Members shall not represent their individual views through any contacts they have with the media as representatives of the full advisory board unless the board has formally

taken a position on the matter.

- Members shall communicate through the chairperson upon taking a position on any matter of significance.

Advisory Board Chairperson

The advisory board chairperson may be appointed by the members of their respective advisory board, in accordance with the guidelines establishing such advisory board, and act as a link between Town Staff and fellow advisory board members. It is the duty of the chairperson of each advisory board or committee to be responsible for notifying the Town Clerk when members of that board have not met the guidelines for faithful attendance.

The advisory board chairperson's responsibilities include the following:

- The chairperson makes sure all meetings are open to the public and works with staff liaison and/or the Town Clerk to issue meeting notices in compliance with NC Open Meetings Laws.
- The chairperson presides over the meetings and acts as meeting facilitator to keep to the agenda and meeting timeframe.
- The chair has the same duty to vote as other members, though in no event may the chair break a tie on a motion on which he or she has already voted.
- A member must be recognized by the chair (or another presiding officer) to address the committee.
- As presiding officer, the chair is to enforce rules and maintain order and decorum during committee meetings. To that end, the chair may (1) rule on points of parliamentary procedure, to include ruling out of order any motion clearly offered for obstructive or dilatory purposes; (2) determine whether a member or other speaker has gone beyond reasonable standards of courtesy in his or her remarks and entertain and rule on objections from other members on this ground; (3) entertain and answer questions of parliamentary procedure; (4) call a brief recess at any time; and (5) adjourn in an emergency.
- The advisory board chairperson advises the Board of Commissioners upon request or in reference to the mission of the advisory board and board policy.
- The advisory board chairperson and/or staff liaison conduct an orientation for new members to familiarize them with the work and operations of the board, as well as the information contained in this handbook.

- The advisory board chairperson promotes regular meeting attendance by all members. If a member of an advisory board fails to comply with the attendance policy, or any policy contained herein the chairperson shall notify the Town Clerk, in writing, of the policy violation and to request that said member to be replaced. The Town Clerk will disseminate to the Board of Commissioners.
- The advisory board chairperson seeks the input of members on the work program and agenda formulation and uses consensus-building techniques to find optimum recommendations.
- The advisory board chairperson delegates assignments to members, recognizing skill, experience, and interest of individuals in the group; they make sure all members get a chance to participate and uses subcommittees as much as possible to empower the group.
- The advisory board chairperson in conjunction with the staff liaison develops annual reports which are due to the Board of Commissioners annually.
- The advisory board chairperson is encouraged to discuss the advisory board work with applicants seeking appointment to the advisory board.
- The advisory board chairperson may recommend certain skill sets necessary to fill individual vacancies that reflect the needs of the advisory board and community.
- The advisory board chairperson shall not represent their individual views through any contacts they have with the media as being representative of the full advisory board unless the advisory board has formally taken a position on the matter. The advisory board chairperson shall communicate through the staff liaison upon taking a position on any matter of significance. The Town Manager should be consulted with any questions.
- The advisory board chairperson keeps the Board of Commissioners apprised of all significant issues, either directly or through the staff liaison.

Staff Liaisons

Staff liaisons provide important resources to advisory boards. The resources and staff time available to each advisory board varies. Advisory boards and committees report to the Board of Commissioners and the staff liaisons report to the Town Manager, an arrangement that works most effectively when the advisory board chairperson and the staff have a clear understanding of what needs to be done and what resources are available to get the job done.

The staff liaison carries out their responsibilities in the following ways:

- The staff liaison shall ensure that all meetings of the committee are properly noticed and are open to the public in compliance with North Carolina Open Meetings Laws.
- The staff liaison shall maintain the sunshine list, a list of those persons or entities that have filed a written request indicating a desire to receive notice of all special meetings of the advisory board or committee.
- The staff liaison shall take and record the actions of the committee and draft minutes of the meetings accordingly. Minutes shall be sent to advisory board and committee members prior to their next regularly scheduled meeting. The staff liaison posts the minutes on the town website and forwards a copy of the minutes as they are approved to the Town Clerk who will provide them to the Board of Commissioners.
- The staff liaison shall be responsible for maintaining an accurate list of members of the committee, submitting to the Town Clerk a quarterly attendance report for its members and notifying the Town Clerk of any resignations of any of its members, or any other change in membership of the advisory board and committee.
- The staff liaison shall help clarify the role of the advisory board or committee, and with routine issues such as the time of meetings, quorums, etc.
- The staff liaison works with the advisory board chairperson to prepare each agenda and necessary meeting materials and gathers information, provides research, and makes it available to the advisory board.
- The staff liaison provides technical and professional expertise to the advisory board.
- The staff liaison updates the town website to reflect any addition or omission of meetings and uploads all approved minutes for public inspection. Official minutes must also be kept in paper form as permanent records in a binder as indicated in the “Minutes” section of this handbook.
- The staff liaison provides attendance reports and notifies the Town Clerk’s Office of vacancies due to resignations, multiple absences, or other reasons.
- The staff liaison prepares draft reports and correspondence and makes sure all Board of Commissioners presentations are prepared in the appropriate format and forwarded to the Town Clerk.

- The staff liaison keeps their supervisor and department head informed on the work of the advisory board.

Minutes

Under the open meetings law, “full and accurate” minutes must also be kept of the meetings of “public bodies” that are part of municipal government. Included are all advisory boards and committees of the town that perform either legislative, policymaking, quasi-judicial, administrative, or advisory functions, and all subcommittees of these boards. The Board of Commissioners establishes this procedure to ensure that the minutes of advisory boards and committees are properly recorded and maintained.

Minutes of a Town advisory board or committee are the official written record of actions taken by the body. It is the responsibility of the advisory board chairperson, through either the secretary or the staff liaison, to keep a record of the proceedings of the board. Minutes shall be kept in a permanent minute book and shall be open to public inspection.

The minutes provide future generations with the history of the public body. They are used for many types of research and can be consulted for the purpose of verification that certain actions were taken, when those actions were taken, and why. It is imperative that the minutes be a clear, concise, informative, and accurate record of the proceedings of the meeting. Minutes are considered permanent records for purposes of archival.

The minutes must be “full and accurate” (G.S. 160A-72; G.S. 143-318.10e) for they are the legal evidence of what the advisory board has said and done. “Full and accurate” does not mean, however, that a verbatim transcript of a meeting’s proceedings must be made. Including a detailed record of comments may well be counterproductive and the advisory board may find itself spending an excessive amount of time at its next meeting discussing the details of this record, which could have been omitted altogether.

Rather, the minutes must record the results of each vote taken by the advisory board, and they should also show the existence of any condition that is required before a particular action may validly be taken. The full text of each motion and vote should be recorded indicating any action passed or recommended by the advisory board. The Town Attorney will provide additional guidance and procedures for quasi-judicial boards regarding minutes.

Minutes should include the following essential facts:

- The name of the board/committee, date, time, and place (address) of the meeting.
- The minutes should state that the meeting was legally convened.
- The names of the members present and absent. The names of staff present and others as appropriate.

- Show that a quorum was always present during the meeting. The late arrival and the early departure of members (including whether someone leaving was excused by the remaining members) should be noted.
- The names of any person addressing the advisory board, a summary of subject matter presented, and any action taken because of the person's appearance before the board.
- A record of all motions. A motion as finally adopted must be recorded verbatim, along with the name of the person making the motion. The results of each vote shall be recorded indicating votes for and against.
- A record of all subjects (agenda) before the board and actions taken.
- A statement that the meeting adjourned and at what time.

Draft copies of advisory board minutes are prepared by the staff liaison and included in the agenda packet which is submitted to all board members several days before the meeting at which they are to be considered for approval. The circulated draft minutes are a public record that must also be made available for public inspection.

The minutes do not become the official record of the committee's action until it approves them. Once the minutes are approved any prior drafts should be destroyed as they no longer have administrative value and are unnecessary to retain. Minutes shall be uploaded onto the town website for public viewing and a signed original kept by the staff liaison in a minute book for permanent retention.

The advisory board may correct minutes that it has already approved if it later finds that they are incorrect. In such a case the correction should be noted in the minutes of the meeting at which the correction is made, with an appropriate notation and cross-reference at the place in the minute book where the provision being corrected appears.

Non-substantive corrections, such as those pertaining to grammar or spelling, may be corrected outside of the meeting by way of individual members contacting the secretary or staff support for their board or committee. Substantive corrections must be taken back before the body for a vote and amendment.

Minutes should be signed by the respective board chair and staff liaison.

The minutes should not include:

- Any individual opinions or comments (unless meeting is a bona fide public hearing).
- Irrelevant comments or discussion surrounding a topic under discussion or action being taken.

Order Of Business

The order of business may include additional items more appropriate for its work or which the board sets by policy, or by motion at the start of the meeting. Public comment periods are not allowed, anyone wishing to share comments should sign up to speak at the Town of Siler City Board of Commissioners first meeting of the month.

1. Call meeting to order (ascertain quorum present)
2. Discussion and revision of proposed agenda; adoption of agenda
3. Approval of the minutes
4. Old business (any unfinished business from a previous meeting)
5. New business
6. Other business (informal discussion)
7. Adjourn

Code of Ethics Resolution

Pursuant to the requirements of Section 160A-86 of the North Carolina General Statutes, the Board of Commissioners shall adopt a General Principles and Code of Ethics by Resolution to guide Board of Commissioners members in their lawful decision-making. It is the desire of Board of Commissioners for each Advisory Board and Committee Member to acknowledge receipt of and abide by a Code of Ethics and Attendance Policy for Members of Advisory Boards and Committees of the Town of Siler City as set forth by Resolution. The purpose of this Code of Ethics & Attendance Policy is to establish guidelines for ethical standards of conduct for Advisory Board Members and to help determine what conduct is appropriate in particular cases. It should not be considered a substitute for the law or for a member's best judgment.

Process for Public Notification, Nominations, and Appointments

Appointments to advisory boards and committees shall be made as necessary and in compliance with any North Carolina General Statutes, if applicable. The Board of Commissioners may appoint applicants for appointment during any scheduled meeting. Appointment may be made upon a motion and majority vote of the Board of Commissioners. The Board of Commissioners reserves the right to alter this process as necessary and without notice.

At least four weeks prior to nominations, the Town shall publicize vacancies to be filled by appointment of the Board of Commissioners. The Town Clerk shall provide such information to the public through the Town's website and other opportunities. Any vacancies created by resignation or automatic removal shall be included with the next group of nominations or at any time the Board of Commissioners wishes to place nominations on their agenda for consideration.

Oaths of Office and Orientation

For an advisory board or committee requiring an oath of office, a new member may not vote on any matter until the oath of office has been administered. Reappointed members shall also be administered the oath of office.

Staff liaisons shall conduct an orientation session for new members with the chair in attendance prior to or at the first regular meeting after appointment. Expectations shall be given concerning attendance, conflicts of interest, information on Town government, etc.

Residency Requirements

The Board of Commissioners preference is for appointees to advisory boards and committees be domiciled in the city limits of Siler City, unless otherwise specified or provided for by law or Board of Commissioners action.

Attendance

Staff liaisons shall file attendance reports with the Town Clerk pursuant to the schedule established by the Town Clerk. The Town Clerk shall send a letter to any member who is in danger of violation of the attendance requirement, asking them to be mindful of said requirement. Vacancies resulting from the removal of a member shall be filled by the same method as provided for initial appointments.

Remote Meetings

Some of the Advisory Boards may attend meetings remotely and fully participate in all discussions and votes on business of the body. Said members shall be counted toward a quorum.

For members of the Planning Board and Board of Adjustment, remote participation shall not be allowed.

This policy does not limit the number of scheduled meetings that an Advisory Board member may participate in remotely, nor does it limit the number of Advisory Board members who may participate remotely in each meeting.

Reports of Advisory Boards and Committees

The Board of Commissioners finds it appropriate to periodically review each standing advisory board or committee, to which they make appointments for the purpose of assessing whether said advisory board or committee should be renewed, dismantled, expanded or its charge redefined.

To this end, each advisory board and committee, that is part of the Town, or that was established by the Board of Commissioners, whether acting alone or in conjunction with one or more other

local governments, is required to submit annual written reports that must contain in depth reviews of the body's activities including goals, objectives, successes, problems, and/or the need for Board of Commissioners assistance.

These reports shall be submitted to the Town Clerk and will be staggered through the year according to a schedule established by the Town Clerk or as established by the advisory board's charter or rules of procedure. The Town Clerk shall then provide the Board of Commissioners with copies of the reports and place them on the Board of Commissioners agenda.

Roberts Rules of Order

The Committee shall refer to the current edition of Robert's Rules of Order Newly Revised for guidance when confronted with a procedural issue not covered by these rules or state law.

Robert's Rules provides common rules and procedures for deliberation and debate to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide.

Meeting Requirements

Each advisory board or committee shall meet at least quarterly but can meet at any time if the proper notice is given to the public.

Descriptions of Advisory Boards & Committees

All committees should work in an inclusive manner to encourage and seek assistance, as needed, from partner private, nonprofit, and other governmental organizations.

All Advisory Boards and Committee members must have a vested interest in the committee in which they serve and have knowledge, skills, or abilities that serve the interest and intent of this stated purpose.

ABC Board

Three Member Advisory Board serving a 3-year staggered term. Appointments are governed by North Carolina General Statute §18B-700. Appointment and organization of local ABC boards. The ABC Board is responsible for the general oversight of the Town ABC store. All actions are subject to the review and oversight of the State Board of Alcoholic Control. The committee will appoint a Chair and Vice-Chair.

Airport Advisory Committee

Five Member Advisory Committee serving a 3-year staggered term. The advisory committee will appoint a Chair and Vice-Chair.

The purpose of the advisory committee to make recommendations to the Board of Commissioners in operating, regulating, and promoting the Siler City Municipal Airport and to

establish a framework to be utilized in coordinating local, state, and federal efforts toward this end. Major emphasis shall be placed on providing the basic facilities essential for attracting and encouraging sound growth of the Siler City Municipal Airport, as a tool for overall economic growth.

Downtown Advisory Committee

Five Member Advisory Committee each serving a 3-year staggered term.
The committee will appoint a Chair and Vice-Chair.

The purpose of the Advisory Committee is to make recommendations to the Board of Commissioners to enhance the revitalization and development, to attract and retain retail businesses and customers, leverage existing strengths, and secure emerging opportunities, while preserving the town's historic character of Downtown Siler City.

Immigrant Community Advisory Committee

Five Member Advisory Committee each serving a 3-year staggered term.
The committee will appoint a Chair and Vice-Chair.

The purpose of the Immigrant Community Advisory Committee is to make recommendations to the Board of Commissioners on the implementation of the Siler City Building Integrated Communities Action Plan, which provides a framework for strengthening civic participation and leadership, developing positive relationships, and building the Town's capacity to communicate and engage with the community.

Parks & Recreation Advisory Committee

Five Member Advisory Committee each serving a 3-year staggered term.
The committee will appoint a Chair and Vice-Chair.

The purpose of the Parks and Recreation Advisory Committee is to make recommendations to the Board of Commissioners on recreation programming and facilities for the Town.

Planning Board/Board of Adjustment

Seven Member Advisory Board each serving a 3-year staggered term.
Two Alternate Advisory Board members participate only when a full member is absent.

Four members and one alternate are required to live in the City Limits.
Three members and one alternate are required to live in the ETJ with approval by the Chatham County Board of Commissioners.

The advisory board will appoint the Chair and Vice Chair.

The Planning Board, in conjunction with Town Planners, makes recommendations to the Board

of Commissioners on rezoning, conditional use rezoning, and text amendment applications. The Planning Board may also perform comprehensive surveys and studies of existing conditions and probable future developments and prepare such plans for physical and economic growth.

The Planning Board promotes public health, safety, convenience, or general welfare as well as efficiency and economy in the development of the Town. The Planning Board also serves as the Board of Adjustment to review variances, consider appeals from the zoning administrator, and to issue special use permits.

Acknowledgement of Receipt of Policies for Members Serving on Advisory Boards and Committees

On the date written below, I acknowledge that I received the information related to serving as a volunteer on an advisory board or committee as well as specific policies as shown below:

- Code of Ethics & Attendance Policy
- Policies and Procedures for Advisory Boards and Committees
- Board of Commissioners Adopted Strategic Plan

I understand that I am responsible for reviewing the contents of this policy and asking questions if I do not understand any part of it.

Name:	
Address:	
Phone:	
Email:	
Signature:	
Date:	

A signed copy of this form will be maintained in the Office of the Town Clerk.

For Office Use Only:

Advisory Board or Committee Application on File	Yes	No
Advisory Board or Committee Appointed To:		