

## PROCEDURES FOR CITIZEN APPOINTMENTS

*The Board of County Commissioners (BOCC), by statute, shall appoint members to various boards, committees, commissions, and authorities to assist in the operation of county government. The BOCC is desirous of appointing qualified, knowledgeable, and dedicated people to serve on the aforesaid boards, commissions, committees, or authorities, and to that end solicits the interest and participation of the citizens of Durham County in providing information and recommendations to assist the BOCC in identifying qualified candidates for said appointments.*

### APPLICATION PROCESS

1. The Clerk to the Board of County Commissioners shall administratively publicize available positions on Boards, Commissions, and Committees. The available positions will be published on the Durham County website; community websites and postings; and in any newspaper having general circulation throughout the County, once a week for two weeks, beginning 14 days in advance of the deadline for submitting applications.
2. In addition to publicizing procedures, the Clerk shall administratively solicit interested citizens through faith, community, and professional organizations when appropriate.
3. Twenty-five (25) days prior to the expiration of the terms, a notice will be mailed 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, he or she will be notified and given the reason for being ineligible.
4. At least twelve (12) days prior to the appointments by the Board of County Commissioners, all applications for the vacant position must be in the hands of the County Clerk. The Clerk will check each applicant for eligibility.
5. A copy of the applications submitted will be sent to all Commissioners at least ten (10) days prior to the meeting at which action will be taken.
6. The Board of County Commissioners, by majority vote, may request interviews with applicants as necessary.
7. All boards, committees, commissions, and authorities may submit recommendations for appointments to the Board of County Commissioners, but County Commissioners are under no obligation to appoint those recommended individuals to vacancies unless required by contract or statute.

8. When the advertising or re-advertising of positions for boards, commissions, committees, etc. does not produce an appointee within the time frame prescribed for the necessary number of qualified persons to fill the vacancies indicated, the Clerk will re-advertise for an additional period. If after 60 days no qualified applicants are produced the Board of County Commissioners may, on its own initiative, name person(s) to serve.
9. The Board of County Commissioners may appoint at large applicants for statutory positions until the required designation is filled.
10. When vacancies and positions appointed pursuant to this policy occur prior to the expiration of the term of office, the Board of County Commissioners shall appoint a person to serve the remainder of the term.
11. The Chairman of the Board of County Commissioners shall prepare a letter of notification of appointment or non-appointment to the applicants and a copy for the affected board, notifying each of the appointment or non-appointment.
12. All applications received shall be retained for at least one (1) year. Applications shall be kept on file for all active appointees. These will be treated as public records and made available upon request for the cost of copying.
13. After the appointment by the Board of County Commissioners, the appointee shall contact the Clerk to the Board to be sworn in and receive the Code of Ethics.

## **ELIGIBILITY REQUIREMENTS**

1. Any citizen of Durham who is eighteen (18) years of age or older is eligible to serve on the appointed boards, commissions, committees or authorities. Prospective applicants are strongly encouraged to attend the Neighborhood College program sponsored by Durham County and the City of Durham.
2. Citizens appointed must be residents of Durham County, with the exception of those committees whose statutory composition may require otherwise; and for those appointed to serve on the Durham Center Managed Care Organization Board.
3. All Durham County and City taxes must not reflect any delinquencies before an application is submitted. Property taxes must be current both prior to appointment and during the term of the appointment. However, if the appointee's taxes become delinquent during the term of the appointment, the appointee shall be allowed up to 180 days to bring the property taxes current, provided the appointee shall have established a repayment plan with the Tax Administrator's Office.

4. If an applicant is not eligible for appointment due to unpaid taxes, the name will not be included on the ballot for BOCC approval.
5. If the member is delinquent in the listing and/or payment of taxes for which an appeal has not been filed, the Clerk to the Board will notify the Chairman of the Board of County Commissioners. Upon receipt of notification from the Clerk to the Board, the Chairman will notify the member that he or she may be removed from the board, commission, committee or authority. The Commissioners shall consider the board member's status at a regularly scheduled meeting of the Board of County Commissioners.
6. All boards, committees, commissions, and authorities requiring special areas of knowledge should be considered in that light.
7. Citizens may serve on only two (2) boards, committees, commissions, or authorities at one time, unless exempted by the nature of the position he or she may hold in governmental service, or as may be required by statute.
8. The Board of Commissioners recognizes the need to have a representative sample of the citizens of Durham County serve on boards, commissions, committees, and authorities. No citizen may serve more than eight (8) years in any one position, unless otherwise stated by statute. This policy may be waived by the Board of County Commissioners only if there are no other applicants who meet the eligibility requirements.
9. New appointees to boards, committees, commissions, or authorities shall attend a training orientation presented by the County Attorney's Office and Clerk's Office within six months of appointment. Sessions will be held in January, April, August and November. Two day time sessions and two evening sessions will be held within the six month period.

## **ATTENDANCE REQUIREMENTS**

1. The Clerk to the Board shall inform all boards and appointees of the attendance policy and shall notify the Board of County Commissioners and the appointee when absences constitute more than 50%.
2. The clerk or liaison to the boards, commissions, committees, or authorities shall be responsible for keeping an attendance record and notifying the Clerk to the Board of unacceptable attendance.

3. If an appointee has absences (excused or unexcused) which constitute more than 50% of the meetings in any calendar year, he or she is obligated to resign.
4. The Clerk to the Board shall notify the appointee of the unacceptable attendance record and request that the applicant resign from the board or commission.
5. The Clerk to the Board shall notify the Board of County Commissioners when the limit of absences of any appointee has been reached, and the appointee does not resign.
6. The Board of County Commissioners shall hold a hearing at a regularly scheduled Commissioners' meeting to remove the appointee from the board or commission. The appointee shall be given the opportunity to appeal the decision at the time of the hearing. The Board may, at its discretion, allow the appointee to remain on the board or commission or remove the appointee.

#### **REPORTING REQUIREMENTS**

1. All boards, committees, commissions, or authorities shall keep meeting minutes and submit approved minutes to the Clerk's Office to be posted on the County's website.
2. All boards, committees, commissions, or authorities are required to submit a written report to the Board of County Commissioners on an annual basis. Said report should include accomplishments, objectives for the upcoming year, and annual attendance of membership.

*Revised October 10, 2011 by the Board of County Commissioners*