



RESOLUTION TITLE: GASTON COUNTY BOARD OF COMMISSIONERS - APPOINTMENT POLICY

WHEREAS, in March, the Gaston County Board of Commissioners appointed an Appointment Subcommittee and to review previously adopted appointment procedures, make any necessary changes and clarify any outstanding issues; and,

WHEREAS, the Appointment Subcommittee presented its findings at the September 10 Work Session at which time the BOC reviewed the recommended policy, made a minor change, and directed that the policy be brought forth for approval.

NOW, THEREFORE, BE IT RESOLVED that the Gaston County Board of Commissioners hereby approves the Gaston County Appointment Policy recommended by the Appointment Subcommittee as follows:

SERVING REQUIREMENTS:

Must be a Gaston County resident with exception of federal/state/departmental or agency positions requiring representation.

OPEN MEETINGS LAW:

Each BOC appointed body shall comply with the open meetings law by notifying its members and the sunshine list of the date, time and location of the meeting forty-eight hours prior to the meeting as required by the Open Meetings Law. The current sunshine list is on the Inter/Intranet Web sites.

CONFLICT OF INTEREST:

Prior to an appointment, each commissioner shall determine and report to the full BOC if his/her appointee has a substantial material conflict of interest in the related appointed body, or is serving on any other county-appointed board.

NEWLY APPOINTED BODIES:

Each newly appointed body or policy making (ad hoc) body will be outlined as to purpose, duties, responsibilities, meeting location and time with ad hoc committees being given a date of completion.

All appointed bodies shall serve in an advisory capacity to the BOC with exception of the Board of Equalization and Review, Social Services Board and Health Board.

DO NOT TYPE BELOW THIS LINE

I, Martha M. Jordan, Clerk to the County Commission, do hereby certify that the above is a true and correct copy of action taken by the Board of Commissioners as follows:

NO. DATE M1 M2 CARPENTER PHILBECK KEIGHER LOFTIS PRICE TORBETT FRALEY VOTE

2009-313 9/24/2009 JT DL AB U

DISTRIBUTION: DocuWare Users

GASTON COUNTY BOARD OF COMMISSIONERS - APPOINTMENT POLICY

Page 2

BY-LAWS:

BOC appointed bodies shall submit their by-laws, including changes set forth herewith, for approval on the BOC Consent Agenda with the BOC Chairman serving as Board Action sponsor.

APPOINTMENT APPLICATIONS:

Applications shall be received prior to appointment and forwarded to all Commissioners by the BOC Clerk.

ATTENDANCE REQUIREMENTS:

With the exception of medical reasons, any member of a BOC appointed body may be removed from office if he/she:

- Is absent from three (3) consecutive advisory board meetings,
- Has less than a 60% annual attendance record at advisory board meetings.

ATTENDANCE REPORTS:

Each BOC appointed body shall submit a monthly cumulative attendance report for the calendar year to the BOC Clerk within one (1) week of each meeting or related subcommittee meeting.

ADVISORY BOARD REPORTS:

Appointed bodies shall submit written reports to the BOC/Clerk from January through March outlining the next years course of work. BOC/Clerk shall forward these reports to the Assistant County Manager for budget consideration. BOC may schedule Work Session presentations if needed.

In cases where the BOC appoints several members to a larger appointed body but not the entire membership, the BOC will be forwarded the committee's annual report.

CHAIRPERSON/OFFICER CHANGES:

To be reported to the BOC Clerk for appointment book changes.

CHANGES IN APPOINTMENT BY OTHER APPOINTING AGENCIES/AUTHORITIES:

To be reported to the BOC Clerk for appointment book changes.

COUNTY EMPLOYEES SERVING IN NON-SPECIFIED STAFF POSITIONS:

No county employee is to serve on a BOC appointed body unless that body requires specified staff representation. County employees shall serve in an ex officio/advisory/non-voting capacity on any advisory board to which they have been appointed.

County employees currently serving in non-specified staff positions will not be reappointed at the end of their current term of office.

BOARDS/COMMITTEES WITH MEMBERS SERVING UNLIMITED TERMS:

Those serving in unlimited term slots shall be placed on staggered terms serving a maximum of two three year terms (six years total) and then taking a one year sabbatical prior to any reappointment.

County employees in specified positions are exempt from staggered terms.

TERM EXPIRATIONS:

BOC or Clerk (as requested) will contact each appointee as his/her term expires.

GASTON COUNTY BOARD OF COMMISSIONERS - APPOINTMENT POLICY

Page 3

SERVING ON MORE THAN ONE BOARD

Citizens shall not be limited as to the number of appointed boards on which they can serve.

RECOGNITION OF VOLUNTEERS:

Commissioners shall recognize volunteers upon resignation by announcing names on Channel 16 and mailing certificates of completion as prepared by the Clerks office.

NO BOC APPOINTED BODY SHALL CARRY THE NAME "COMMISSION" UNLESS SPECIFIED BY NORTH CAROLINA GENERAL STATUTES. NAME CHANGES ARE AS FOLLOWS:

- Parks & Recreation Commission to Parks & Recreation Advisory Board
- Commission on the Family to Family Advisory Board
- Environmental Review Board to Environmental Review Advisory Board
- Fire Commission to Fire Advisory Board
- Housing Appeal Board to Housing Appeal Advisory Board
- Quality of Natural Resources Commission to Quality of Natural Resources Committee
- Women's Commission to Women's Advisory Board
- Personnel Commission to Personnel Advisory Board

Commissions established by NCGS will remain unchanged, example Economic Development Commission, Historic Preservation Commission.

BE IT FURTHER RESOLVED that this resolution rescinds all previously adopted policies pertaining to the appointment process.

GASTON COUNTY BOARD OF COMMISSIONERS BOARD ACTION

REQUESTED ACTION:

To Adopt the Gaston County Board of Commissioners Appointment Policy

COMMISSION SPONSOR: Commissioners Carpenter, Fraley & Torbett

STAFF CONTACT:

BACKGROUND:


The BOC is requested to adopt the Gaston County Board of Commissioners Appointment Policy as recommended by the Appointment Subcommittee.

POLICY IMPACT: N/A

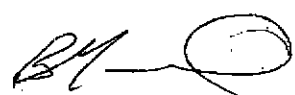
FISCAL IMPACT ANALYSIS: N/A

Is Item Included in Current Budget? Yes No N/A


See Attached Budget Change Request for Recommended Sources of Funds, if Applicable.



Wilson L. Bradley, III
Finance Director



Bryant Morehead
Budget Administrator



Recommends Approval
Jan Winters, County Manager

ATTACHMENTS: Appointment Policy Resolution

DO NOT TYPE BELOW THIS LINE

I, Martha M. Jordan, Clerk to the County Commission, do hereby certify that the above is a true and correct copy of action taken by the Board of Commissioners as follows:
