

I, Amy T. Harvey, Acting Town Clerk of the Town of Chapel Hill, North Carolina, hereby certify that the attached is a true and correct copy of (2014-03-10/R-8) adopted as amended by the Chapel Hill Town Council on March 10, 2014.

This the 27th day of March, 2014.

Amy T. Harvey

**Amy T. Harvey
Acting Town Clerk**



A RESOLUTION TO ADOPT AN ADVISORY BOARD MEMBERSHIP POLICY (2014-03-10/R-8)

WHEREAS, the Chapel Hill Town Council has a goal of governing with quality, responsiveness and efficiency; and

WHEREAS, the Chapel Hill Town Council adopted the Chapel Hill 2020 Comprehensive Plan in June 2012, which included a recommendation to review the advisory board system's structure; and

WHEREAS, from September 2012 to January 2013 quantitative and qualitative data was collected in partnership with the UNC Chapel Hill School of Government which included surveys, face-to-face workshops and document review and resulted in a set of data driven recommendations for Council consideration; and

WHEREAS, the Council Committee on Boards and Commissions has been meeting regularly since September 2012 to guide the advisory board review process, with the goals of meeting the Council's interests to:

- Offer the public better opportunities to contribute to Town decision-making, and
- Focus input and recommendations from advisory boards to inform governance with quality, responsiveness and efficiency; and

WHEREAS, current advisory boards and community members participated in a series of three input sessions held in February 2014 and offered their thoughts on charges and changes of the Community Design Commission, Environmental Stewardship Advisory Board, Housing Advisory Board, Planning Commission and Transportation and Connectivity Advisory Board which have been considered by Council.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Chapel Hill that Council adopts the advisory board membership policy as presented in the March 10, 2014 meeting materials with changes as discussed at the meeting.

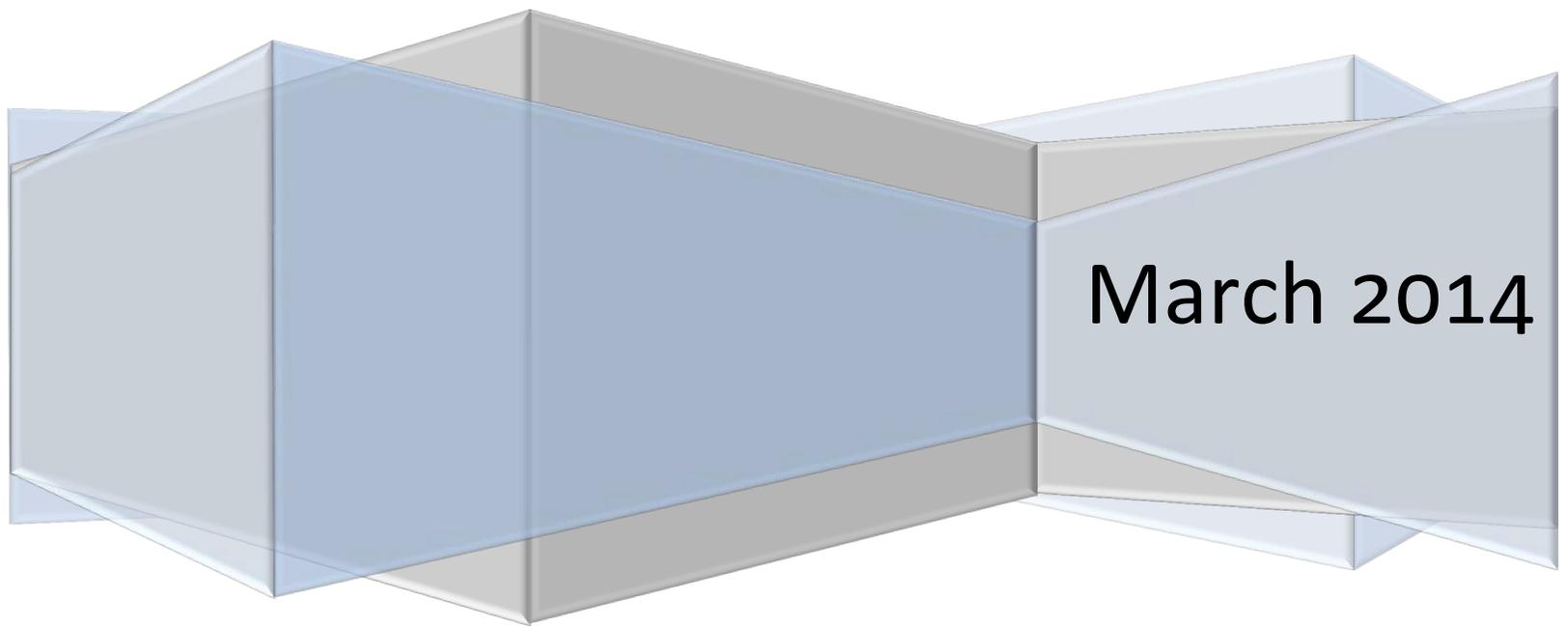
BE IT FURTHER RESOLVED that Council of the Town of Chapel Hill rescinds all preceding and conflicting policies and procedures, including the Council Procedures Manual, and authorizes the Town Manager to update these appropriately.

This the 10th day of March, 2014.

Town of Chapel Hill

Standing Advisory Board Membership Policy

CaPA



March 2014

Standing Advisory Board Membership Policy

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Membership

Community Design Commission

Seat Category	Seat Requirements
Chapel Hill Resident	Must live within the municipal limits of the Town of Chapel Hill and have demonstrated special training or experience in a design field such as architecture, landscape design, horticulture, city planning or a closely related field.
Chapel Hill Resident	Must live within the municipal limits of the Town of Chapel Hill and have demonstrated special training or experience in a design field such as architecture, landscape design, horticulture, city planning or a closely related field.
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Chapel Hill Resident	Must live within the municipal limits of the Town of Chapel Hill and have demonstrated special training or experience in a design field such as architecture, landscape design, horticulture, city planning or a closely related field.
Chapel Hill Resident	Must live within the municipal limits of the Town of Chapel Hill and have demonstrated special training or experience in a design field such as architecture, landscape design, horticulture, city planning or a closely related field.
Chapel Hill Historic District Resident	Must live within one of the Town of Chapel Hill's historic districts. Preference given to applicants who also have demonstrated education, special training, experience, or interest in history or a design field such as architecture, landscape design, horticulture, city planning or a closely related field.

Preference given to applicants who represent at least two of the Community Design Commission interest areas in addition to the seat requirements:

- A. People with disabilities
- B. Seniors
- C. UNC-CH Employee
- D. Parents
- E. Transit dependent
- F. Business Community

Non-Voting Liaison(s)

Chapel Hill Town Council Liaison

Chapel Hill Youth Council Liaison

Appointing Body

All members are appointed by the Chapel Hill Town Council.

All non-voting liaisons are appointed by the group or organization that they represent.

Enabling Legislation that Impacts Membership

North Carolina General Statute 160A-451.

Membership and appointment of commission; joint commission.

Each municipality and county in the State may create a special commission, to be known as the official appearance commission for the city or county. The commission shall consist of not less than seven nor more than 15 members, to be appointed by the governing body of the municipality or county for such terms, not to exceed four years, as the governing body may by ordinance provide. All members shall be residents of the municipality's or county's area of planning and zoning jurisdiction at the time of appointment. Where possible, appointments shall be made in such a manner as to maintain on the commission at all times a majority of members who have had special training or experience in a design field, such as architecture, landscape design, horticulture, city planning, or a closely related field. Members of the commission may be reimbursed for actual expenses incidental to the performance of their duties within the limits of any funds available to the commission, but shall serve without pay unless otherwise provided in the ordinance establishing the commission. Membership of the commission is declared to be an office that may be held concurrently with any other elective or appointive office pursuant to Article VI, Sec. 9, of the Constitution.

A county and one or more cities in the county may establish a joint appearance commission. If a joint commission is established, the county and the city or cities involved shall determine the residence requirements for members of the joint commission. (1971, c. 896, s. 6; c. 1058; 1973, c. 426, s. 63.)

Town of Chapel Hill Land Use Management Ordinance Appendix A Article 8

Environmental Stewardship Advisory Board

Seat Category	Seat Requirements
Regional Collaboration	Must be a non-Town of Chapel Hill resident from Orange, Durham, Alamance or Chatham county. Preference given to having regional collaboration seats filled by applicants from different counties (i.e. one from Orange and one from Durham).
Regional Collaboration	Must be a non-Town of Chapel Hill resident from Orange, Durham, Alamance or Chatham county. Preference given to having regional collaboration seats filled by applicants from different counties (i.e. one from Orange and one from Durham).
Chapel Hill Business Owner/Manager	Must own or manage a business that is located within the municipal limits of the Town of Chapel Hill.
UNC Chapel Hill Student (2 year term)	Must be a UNC Chapel Hill student, but may live outside the municipal limits of the Town of Chapel Hill.
Greenways Advocate	Must live within the municipal limits of the Town of Chapel Hill and have demonstrated knowledge of Chapel Hill’s greenways system as well as relevant laws, policies and adopted Council plans.
Chapel Hill Resident	Must live within the municipal limits of the Town of Chapel Hill. Preference given to applicants who also have demonstrated education, environmental sustainability or environmental stewardship.
Chapel Hill Resident	Must live within the municipal limits of the Town of Chapel Hill. Preference given to applicants who also have demonstrated education, environmental sustainability or environmental stewardship.
Chapel Hill Resident	Must live within the municipal limits of the Town of Chapel Hill. Preference given to applicants who also have demonstrated education, environmental sustainability or environmental stewardship.
Chapel Hill Resident	Must live within the municipal limits of the Town of Chapel Hill. Preference given to applicants who also have demonstrated education, environmental sustainability or environmental stewardship.

Preference given to applicants who represent at least two of the Environmental Stewardship Advisory Board interest areas in addition to the seat requirements:

- A. People with disabilities
- B. Seniors
- C. Student (High School, College)
- D. Professional experience in a science related field
- E. UNC-CH Employee
- F. Greenway enthusiast
- G. Parents
- H. Public Transit dependent
- I. Business Community
- J. Carrboro resident

Non-Voting Liaisons:

Chapel Hill Town Council Liaison

Chapel Hill Youth Council

UNC Chapel Hill Sustainability Office Liaison

Standing Advisory Board Membership Policy

Appointing Body

All members are appointed by the Chapel Hill Town Council except for the UNC Chapel Hill Student seat which is appointed by the UNC Chapel Hill Student Body President.

All non-voting liaisons are appointed by the group or organization that they represent.

Enabling Legislation that Impacts Membership

Town Code Chapter 2 Article VII

Housing Advisory Board

Seat Category	Seat Requirements
Non-Market Rate Housing Resident	Must reside in non-market rate housing within the municipal limits of the Town of Chapel Hill (i.e. Public Housing, Habitat for Humanity or Community Home Trust properties).
Homeowner or Tenant	Must own or rent a residential property within the municipal limits of the Town of Chapel Hill as their primary residence.
Homeowner or Tenant	Must own or rent a residential property within the municipal limits of the Town of Chapel Hill as their primary residence.
Homeowner or Tenant	Must own or rent a residential a property within the municipal limits of the Town of Chapel Hill as their primary residence.
Affordable Housing Advocate	Must have demonstrated knowledge of or experience in affordable housing. Preference given to Applicants that live within the municipal limits of the Town of Chapel Hill.
Non-Profit Housing Provider/Professional	Must provide or support non-profit housing options within the municipal limits of the Town of Chapel Hill as part of their professional role. Preference given to Applicants that live within the municipal limits of the Town of Chapel Hill.
For-Profit Developer	Must provide or support for-profit housing options within the municipal limits of the Town of Chapel Hill as part of their professional role. Preference given to Applicants that live within the municipal limits of the Town of Chapel Hill.
Real Estate Broker	Must facilitate the buying and selling of property within the municipal limits of the Town of Chapel Hill as their primary professional responsibility. Must also live within the municipal limits of the Town of Chapel Hill.
Housing, Planning or Public Policy Expert	Must have demonstrated experience or education in housing, planning or public policy. Preference given to applicants that live within the municipal limits of the Town of Chapel Hill.

Standing Advisory Board Membership Policy

Preference given to applicants who represent at least two of the Housing Advisory Board interest areas in addition to the seat requirements:

- | | | |
|-----------------------------|-----------------------------------|-----------------------------|
| A. People with disabilities | C. Student (High School, College) | E. Public Transit dependent |
| B. Seniors | D. Parents | F. Business Community |
| | | G. Carrboro Resident |

Non-Voting Liaisons:

Chapel Hill Town Council Liaison

UNC Healthcare

UNC-Chapel Hill

Chapel Hill Youth Council Liaison

Appointing Body

All members are appointed by the Chapel Hill Town Council.

All non-voting liaisons are appointed by the group or organization that they represent.

Enabling Legislation that Impacts Membership

Town Code Chapter 2 Article XI

Planning Commission

Seat Category	Seat Requirements
Community Design Commission Champion	<p>Must live within the municipal limits of the Town of Chapel Hill and have demonstrated education, special training, experience, or interest in community design. Preference given to applicants who are currently serving or have previously served on the Town of Chapel Hill's Community Design Commission.</p> <p>The Champion is expected to:</p> <ol style="list-style-type: none">1. Have frequent conversations with the chair of the Town of Chapel Hill's Community Design Commission so as to ensure an accurate understanding of the board's position on each development application/question that comes before the Planning Commission.2. Represent the views of the Town of Chapel Hill's Community Design Commission during Planning Commission deliberations.3. Negotiate necessary tradeoffs with other Planning Commission members so that a recommendation can be made to Council which represents the Chapel Hill Community's values and interests. <p>If the Champion fails to meet these expectations, the Community Design Commission may, at any time, recommend to the Chapel Hill Town Council that the Champion be replaced.</p>
Environmental Stewardship Advisory Board Champion	<p>Must live within the municipal limits of the Town of Chapel Hill and have demonstrated education, special training, experience, or interest in environmental stewardship. Preference given to applicants who are currently serving or have previously served on the Town of Chapel Hill's Environmental Stewardship Advisory Board.</p> <p>The Champion is expected to:</p> <ol style="list-style-type: none">1. Have frequent conversations with the chair of the Town of Chapel Hill's Environmental Stewardship Advisory Board so as to ensure an accurate understanding of the board's position on each development application/question that comes before the Planning Commission.2. Represent the views of the Town of Chapel Hill's Environmental Stewardship Advisory Board during Planning Commission deliberations.3. Negotiate necessary tradeoffs with other Planning Commission members so that a recommendation can be made to Council which represents the Chapel Hill Community's values and interests. <p>If the Champion fails to meet these expectations, the Environmental Stewardship Advisory Board may, at any time, recommend to the Chapel Hill Town Council that the Champion be replaced.</p>

Standing Advisory Board Membership Policy

Seat Category	Seat Requirements
Housing Advisory Board Champion	<p>Must live within the municipal limits of the Town of Chapel Hill and have demonstrated education, special training, experience, or interest in housing. Preference given to applicants who are currently serving or have previously served on the Town of Chapel Hill’s Housing Advisory Board.</p> <p>The Champion is expected to:</p> <ol style="list-style-type: none">1. Have frequent conversations with the chair of the Town of Chapel Hill’s Housing Advisory Board so as to ensure an accurate understanding of the board’s position on each development application/question that comes before the Planning Commission.2. Represent the views of the Town of Chapel Hill’s Housing Advisory Board during Planning Commission deliberations.3. Negotiate necessary tradeoffs with other Planning Commission members so that a recommendation can be made to Council which represents the Chapel Hill Community’s values and interests. <p>If the Champion fails to meet these expectations, the Housing Advisory Board may, at any time, recommend to the Chapel Hill Town Council that the Champion be replaced.</p>
Transportation and Connectivity Advisory Board Champion	<p>Must live within the municipal limits of the Town of Chapel Hill and have demonstrated education, special training, experience, or interest in transportation and connectivity. Preference given to applicants who are currently serving or have previously served on the Town of Chapel Hill’s Transportation and Connectivity Advisory Board.</p> <p>The Champion is expected to:</p> <ol style="list-style-type: none">1. Have frequent conversations with the chair of the Town of Chapel Hill’s Transportation and Connectivity Advisory Board so as to ensure an accurate understanding of the board’s position on each development application/question that comes before the Planning Commission.2. Represent the views of the Town of Chapel Hill’s Transportation and Connectivity Advisory Board during Planning Commission deliberations.3. Negotiate necessary tradeoffs with other Planning Commission members so that a recommendation can be made to Council which represents the Chapel Hill Community’s values and interests. <p>If the Champion fails to meet these expectations, the Transportation and Connectivity Advisory Board may, at any time, recommend to the Chapel Hill Town Council that the Champion be replaced.</p>

Standing Advisory Board Membership Policy

Seat Category	Seat Requirements
Extra Territorial Jurisdiction Resident (ETJ)	Must live within the Town of Chapel Hill’s Extra Territorial Jurisdiction.
Joint Planning Area Resident (JPA)	Must live within the Town of Chapel Hill’s Joint Transition Area.
Chapel Hill Resident	Must live within the municipal limits of the Town of Chapel Hill and have demonstrated education, special training, experience, or interest in urban planning, a design field (such as architecture or landscape design) or construction.
Chapel Hill Resident	Must live within the municipal limits of the Town of Chapel Hill and have demonstrated education, special training, experience, or interest in urban planning, a design field (such as architecture or landscape design) or construction.
Chapel Hill Resident	Must live within the municipal limits of the Town of Chapel Hill and have demonstrated education, special training, experience, or interest in urban planning, a design field (such as architecture or landscape design) or construction.

Preference given to applicants who represent at least two of the Planning Commission interest areas in addition to the seat requirements:

- A. Pedestrians
- B. People with disabilities
- C. Public transit dependent
- D. Bicyclists
- E. Seniors
- F. Student (High School, College)
- G. Civil engineering
- H. Parents
- I. Commuter
- J. Business Community
- K. Carrboro Resident

Non-Voting Liaisons:

Chapel Hill Town Council Liaison

Town of Chapel Hill Youth Council Liaison

Appointing Body

All members are appointed by the Chapel Hill Town Council except for the Extra Territorial Jurisdiction Resident (ETJ) and Joint Planning Area Resident (JPA) seats which shall be appointed by the Orange County Board of Commissioners.

All non-voting liaisons are appointed by the group or organization that they represent.

Enabling Legislation that Impacts Membership

North Carolina General Statute 160A-361b

A board or commission created or designated pursuant to this section may include, but shall not be limited to, one or more of the following:

- (1) A planning board or commission of any size (with not fewer than three members) or composition deemed appropriate, organized in any manner deemed appropriate;
- (2) A joint planning board created by two or more local governments pursuant to Article 20, Part 1, of this Chapter. (1919, c. 23, s. 1; C.S., s. 2643; 1945, c. 1040, s. 2; 1955, cc. 489, 1252; 1959, c. 327, s. 2; c. 390; 1971, c. 698, s. 1; 1973, c. 426, s. 57; 1979, 2nd Sess., c. 1247, s. 35; 1997-309, s. 7; 1997-456, s. 27; 2004-199, s. 41(a).)

Town of Chapel Hill Land Use Management Ordinance Appendix A Article 8

Transportation and Connectivity Advisory Board

Seat Category	Seat Requirements
Regional Collaboration	Must be a non-Town of Chapel Hill resident from Orange, Durham, Alamance or Chatham county. Preference given to having regional collaboration seats filled by applicants from different counties (i.e. one from Orange and one from Durham).
Regional Collaboration	Must be a non-Town of Chapel Hill resident from Orange, Durham, Alamance or Chatham county. Preference given to having regional collaboration seats filled by applicants from different counties (i.e. one from Orange and one from Durham).
UNC Chapel Hill Student (2 year term)	Must be a UNC Chapel Hill student, but may live outside the municipal limits of the Town of Chapel Hill.
Bicycle Advocate	Must live within the municipal limits of the Town of Chapel Hill and have demonstrated knowledge of Chapel Hill’s bicycling environment as well as relevant laws, policies and adopted Council plans.
Greenways Advocate	Must live within the municipal limits of the Town of Chapel Hill and have demonstrated knowledge of Chapel Hill’s greenways system as well as relevant laws, policies and adopted Council plans.
Chapel Hill Resident	Must live within the municipal limits of the Town of Chapel Hill.
Chapel Hill Resident	Must live within the municipal limits of the Town of Chapel Hill.
Chapel Hill Resident	Must live within the municipal limits of the Town of Chapel Hill.
Chapel Hill Resident	Must live within the municipal limits of the Town of Chapel Hill.

Preference given to applicants who represent at least two of the Transportation and Connectivity Advisory Board interest areas in addition to the seat requirements:

- A. Pedestrians
- B. People with disabilities
- C. Public transit dependent
- D. Bicyclists
- E. Seniors
- F. Student (High School, College)
- G. Greenway enthusiast
- H. Civil engineering
- I. Former bus driver
- J. Parents
- K. Commuter
- L. Business Community
- M. Carrboro Resident

Non-Voting Liaisons:

Chapel Hill Town Council Liaison

UNC Chapel Hill Transportation Liaison

Standing Advisory Board Membership Policy

Town of Chapel Hill Youth Council Liaison

Appointing Body

All members are appointed by the Chapel Hill Town Council except for the UNC Chapel Hill Student seat which is appointed by the UNC Chapel Hill Student Body President.

All non-voting liaisons are appointed by the group or organization that they represent.

Enabling Legislation that Impacts Membership

Town Code Chapter 2 Article VIII

Quorum

For the Planning Commission and Community Design Commission, quorum is 5 members. For all other advisory boards, quorum is a majority of members excluding any vacant seats.

Advisory Board Roles

Every September, advisory boards shall elect a Chair and Vice-Chair to serve a one year term. No one shall serve as an officer on an advisory board or commission for more than two consecutive full terms. Following a one-year absence, an individual is eligible to serve again as an officer on the same board or commission.

Chair's Responsibilities

- Develop meeting agenda & packet with Staff Liaison
- Facilitate discussion
- Ensure interests of Town & Town Council are met
- Sign documents & represent board as appropriate
- Call special meetings in accordance with the North Carolina Open Meetings Law

Vice-Chair's Responsibilities

- To fulfill the Chair's responsibilities in his absence.

Member's Responsibilities

- Prepare
- Show up
- Participate
- Be fair, objective & polite
- Follow through

Effective Members:

- Recognize serving the public is priority #1
- Are knowledgeable about the legislative process and issues affecting the advisory board
- Understand that authority is granted to the board not individuals
- Willing to work with the group to make decisions
- Recognize that compromise may be necessary
- Do not let personal feelings interfere with their judgment

Participation in Meetings

Members must be physically present in order to participate in an advisory body meeting.

Oath of Office

All advisory board and commission members must be sworn in by the Town Clerk, her designee or a North Carolina notary public and sign an Oath of Office prior to voting on matters before the board.

Ethics Guidelines

All advisory board and commission members and applicants shall agree to comply with the following ethics guidelines adopted by the Council on March 1, 1999:

Ethics Guidelines for Town Advisory Boards and Commissions

Members of advisory boards and commissions shall not discuss, advocate, or vote on any matter in which they have a conflict of interest or an interest which reasonably might appear to be in conflict with the concept of fairness in dealing with public business. A conflict of interest or a potential conflict occurs if a member has a separate, private, or monetary interest, either direct or indirect, in any issue or transaction under consideration. Any member who violates this provision may be subject to removal from the board or commission.

If the advisory board or commission member believes he/she has a conflict of interest then that member should ask the advisory board or commission to be recused from voting. The advisory board or commission should then vote on the question on whether or not to excuse the member making the request. In cases where the individual member or the advisory board or commission establishes a conflict of interest, then the advisory board or commission member shall remove themselves from the voting area.

Any advisory board or commission member may seek the counsel of the Town Attorney on questions regarding the interpretation of these ethics guidelines or other conflict of interest matters. The interpretation may include a recommendation on whether or not the advisory board or commission member should excuse himself/herself from voting. The advisory board or commission member may request the Town Attorney respond in writing.

Length of Term

Members serve staggered three-year terms which shall expire on June 30. However, members of boards and commissions may serve until their successors have been appointed.

Please note that advisory board members who are appointed by Chapel Hill Town Council may be removed at any time by a vote of the Council.

Consecutive Terms

No one shall serve on an advisory board or commission for more than two consecutive full terms. Following a one-year absence, an individual is eligible to serve again on the same board or commission. The Council may reappoint an individual to a board or commission for an additional one-year term following two consecutive terms, by resolution for the purpose of completing ongoing projects.

Additionally, when a vacancy occurs before the scheduled end of a term, the person appointed to such a vacancy shall complete the term of the seat. This is considered a partial term and the individual will be eligible for two additional full-terms on the board.

Attendance

In order to be considered a member in good standing and to be eligible for reappointment to an advisory board, members must have attended 80% of scheduled meetings and trainings during their previous term. Board chairs shall report to the Chapel Hill Town Council any members who are not meeting attendance requirements.

Such a report should be included as part of the advisory board or commission's recommendation for reappointment, but may also be submitted to Council as part of a request for member removal.

Leave of Absence

Leaves of absence from boards shall be approved by the Council and shall not exceed five months. No interim appointments will be made.

Resignations

Resignations shall be submitted in writing via hardcopy or email to the chair of the board or commission, who shall forward the original written resignation to the Town Clerk for Council notification.

Dual Membership

An incumbent on a standing board shall not be considered for appointment to another standing board unless he or she resigns before filing an application, is in the last six months of a term or is a current member of the Community Design Commission, Environmental Stewardship Advisory Board, Housing Advisory Board or Transportation and Connectivity Advisory Board and is applying to serve as the Planning Commission Champion representing the board on which he or she currently sits.

Members of a standing board are eligible for appointment to an ad hoc committee or task force concurrent with their service on a standing board. Individuals may serve on multiple ad hoc committees or task forces concurrently.

Application Process

The Town Clerk shall keep applications on file for a 12-month period beginning on July 1st and ending on June 30th. Applicants who are not appointed within this time will be notified and encouraged to reapply.

Applicants are strongly encouraged to apply for only one board, but may apply for up to two boards if their preferences are ranked.

Appointment Process

In January of each year, the Town Clerk shall notify the Council and all advisory board and commission chairs of those advisory board and commission members whose terms expire June 30. The Town Clerk shall advertise vacancies from February through April in a newspaper or newspapers of general circulation within the community and such other means as may be deemed effective, including, but not limited to, mailings to community organizations, public service announcements, and letters of invitation to citizens who have expressed interest throughout the year, and posting the advertisement for vacancies to the Town's website.

Standing Advisory Board Membership Policy

Beginning in March, the Town Clerk shall distribute to the Council and the respective boards and commissions the applications that have been received to date from eligible citizens wishing to serve. The Town Clerk will not forward applications to Council or boards and commissions if the applicant's eligibility has not been determined. Upon verification of an applicant's eligibility the Town Clerk shall forward the application to the Council and board or commission for consideration.

The Council requests that the boards and commissions review all applications and recommend candidates to the Council for each vacancy, unless the board or commission declines to do so. The board or commission's recommendation should clearly articulate the reasons why it is recommending each applicant. The recommendation shall be submitted in writing to the Town Clerk no later than April 25. If a board or commission elects not to recommend applicants, it is requested that the board or commission notify the Town Clerk of this decision in writing by April 25. Notwithstanding recommendations from boards and commissions, the Town Clerk shall forward the names and applications of all eligible persons interested in appointment for the vacancy on a board or commission and the board or commission recommendations to the Council for its consideration. The Council may choose to not consider appointments without a recommendation from the board or commission.

The Council also requests that the Community Design Commission, Environmental Stewardship Advisory Board, Housing Advisory Board and Transportation and Connectivity Advisory Board review all applications for the Champion seat that will represent its board or commission on the Planning Commission. The board or commission's recommendation should clearly articulate the reasons why it is recommending a particular applicant or declining to recommend any applicant. The recommendation shall be submitted in writing to the Town Clerk no later than April 25.

The Council will interview all applicants to the Community Design Commission and the Planning Commissions prior to appointments being made to those boards. Interviews will usually take place at a Council meeting at least one meeting prior to the Council meeting at which appointments will be made.

Applications received after the Monday prior to the Council's regular business meeting at which appointments are scheduled shall be held until another vacancy occurs, thus allowing the Town Clerk to verify the applicant's eligibility and the board or commission to make a recommendation.

Mid-term vacancies shall be filled from applications on file without special advertising efforts unless requested by the Council. However, any application from an individual currently serving on a standing advisory body will not be considered for a mid-term vacancy on a standing advisory body. The board or commission shall submit a recommendation for these appointments to the Town Clerk no later than the Monday prior to the Council's regular business meeting at which appointments for the vacancy are scheduled, unless the board or commission declines to do so and notifies the Town Clerk in writing by the Monday prior to the Council's regular business meeting at which the vacancies are scheduled to be filled. The Council may choose to not consider appointments without a recommendation from the board or commission. Additional applications received after this time will not be considered until the next vacancy occurs.

Standing Advisory Board Membership Policy

If possible, Council members are to mark and sign their ballots prior to the meeting, and forward them to the Town Clerk at any time prior to the start of the meeting. The Town Clerk will provide the results of the balloting at the appropriate time during the Council's meeting. If vacancies remain (applicants did not receive 5 or more votes), the Council may immediately hold further rounds of balloting to fill the vacancies, or may postpone filling these vacancies until the next regular meeting.

Beginning with the first regular meeting in May, and through the second regular meeting in June (four consecutive regular meetings of the Council), the Council may consider appointments to three or more boards and commissions per meeting.

All appointments to Town boards and commissions are made at the will of the Council. Therefore, Council may remove at any time a member of a board or commission.

Information on Composition of Membership

At the meeting when board recommendations and applications are submitted to the Council, the Town Clerk shall give the Council a report on the race and gender composition of each board and commission. In addition, the application for membership on Town boards and commissions shall include a request for the applicant's occupation and avocation. The application form shall also include a statement encouraging interested applicants to visit a meeting of the board or commission they are interested in serving on.