

Bladen County Board of Commissioners: Policy and Procedures For Appointments to County Boards, Commissions, Committees and Councils

SECTION 1. Purpose and Philosophy. The operation of Bladen County government is a shared responsibility of elected officials, staffs, and many citizens who serve voluntarily on various boards, commissions, committees, and councils. The County is best served when there is broad representation of citizen demographics and interests on the boards, commissions, committees, and councils.

The Bladen County Board of Commissioners is sensitive to the need for fairness in making appointments to boards, commissions, committees, and councils. In making appointments, the Board will have as a goal the fair representation of all Bladen County citizens, taking into consideration age, sex, race and geographic distribution.

The Board of Commissioners desires to appoint qualified, knowledgeable, and dedicated people to serve on the boards, commissions, committees, and councils. The Board will continuously solicit the interest and input of Bladen County citizens in making appointments.

The Board of Commissioners expects appointees to take actions while serving on boards, commissions, committees, and councils which are consistent with and which uphold county policies pertaining to the area in which he or she is serving.

SECTION 2. Requirement of State Statutes and/or Local Ordinances. All appointments will be consistent with requirements of applicable state statutes and/or local ordinances.

SECTION 3. Eligibility for Appointment. Any resident of Bladen County is eligible to be appointed to boards, commissions, committees, and councils of the County, where such appointment is not prohibited by state statute or County ordinance. Non-Bladen County residents may be considered for appointment to an advisory board at the discretion of the Board of County Commissioners when county residents do not meet stated requirements.

No resident of Bladen County may serve in more than two appointed positions in Bladen County government, unless exempted by nature of the position he or she may hold in governmental service.

SECTION 4. Length of Term of Appointment. Unless otherwise stated by state statute or local ordinance, all terms of office shall be limited to three (3) years. No citizen may serve more than two terms in any one appointed position. This policy may be waived if the Board of Commissioners determines that the removal of individuals made ineligible by this policy would be detrimental to the functioning of that board, commission, committee, and council.

The three-year length of term limitation and two term limitation shall apply in those instances when the Board of Commissioners appoints its own members to service on boards, commissions, committees, and councils.

SECTION 5. Attendance. The Board of Commissioners has an expectation that appointees will be conscientious in their attendance at assigned meetings. Regular attendance assures increased knowledge of the subject matter and more continuity in understanding activities surrounding the subject matter.

Three consecutive, unexcused absences on the part of any appointee automatically constitutes resignation on the part of any appointee from a board, commission, committee, and council, and generates automatic acceptance of such resignation of the appointee by the Board of County Commissioners. Excused

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absences are defined as absences caused by events beyond one's control and are subject to approval by the board, commission, committee, or council.

If individuals refuse to resign they may be dismissed by action of the Board of County Commissioners, subject to state statute and/or local ordinance.

SECTION 6. Conflict of Interest. In the event an issue comes before a board, commission, committee, or council and a member of that board, commission, committee, or council has a financial-, personal-, or employment-related interest in the outcome of the issue, that member shall notify his or her fellow members that he or she has a potential conflict of interest and will request that he or she be excused from voting.

An appointee will not be considered for any employment vacancy in the agency or department where he or she is serving by appointment, unless the appointee resigns his or her seat on the board, commission, committee, or council thirty (30) days before being considered for the vacancy. Should the appointee not be selected to fill the vacancy, he or she will not be eligible for reappointment to the board, commission, committee, or council for one year.

SECTION 7. Information Book for Boards, Commissions, Committees, and Councils. The Clerk to the Board will maintain up-to-date information on all appointments made by the Board of Commissioners. The information will be readily accessible by Commissioners and will contain the following information:

1. Name of the board, commission, committee, or council.
2. Functions of each board, commission, committee, or council.
3. Statute or cause creating board, commission, committee, or council.
4. Number of members and terms of office.
5. Current members, addresses, telephone numbers, terms of office and expiration dates.
6. Regular meeting day, time and location, if determined.
7. Map showing geographic distribution of appointees within the County.

SECTION 8. Selection Process. A list of available positions and deadline for receiving applications will be published in the newspaper of Bladen County quarterly. This procedure will be carried out by the Clerk to the Board of County Commissioners.

All applications for a particular position will be returned by the citizens to the Clerk to the Board of County Commissioners. The Clerk will check each for eligibility.

The Clerk to the Board will identify "Upcoming Appointments" in the Commissioners' packets at least one meeting prior to the meeting at which the appointments are to be made. All citizen applications relating to the upcoming appointments will be included for review by the Board of Commissioners. Those applications which are ineligible will also be included, but will be noted with the reason of ineligibility.

The Clerk to the Board will place an "Appointments to Boards, Commissions, Committees and Councils" item on the agenda for the meeting at which appointments are to be made.

SECTION 9. Notification of Appointments. The Clerk to the Board will send a letter of notification to the prospective appointee and a copy to the affected board, commission, committee, or council,

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notifying each of the appointees. The name and telephone number of the administrative contact for each affected board, commission, committee or council will be included in the letter of notification.

The letter of notification will ask for written or oral indication of acceptance from the prospective appointee. If the prospective appointee rejects the appointment, or if no response has been received from the prospective appointee within 30 days, the Clerk to the Board will notify the Board of Commissioners at its next regularly-scheduled meeting.

SECTION 10. Recognition of Outgoing Appointees. All outgoing appointees who have successfully completed their term of office will be sent a letter of congratulations. The letter will be accompanied by a "Certificate of Appreciation" signed by the Chairman of the Board of County Commissioners.

SECTION 11. Retention of Applications. All applications, including any accompanying resumes, will be retained for three (3) years. Applications will be kept on file for all active appointees, arranged separately in the file by board, commission, committee, or council.

Copy of Application Attached.

Amended this 5th day of August, 2002, by Bladen County Board of Commissioners, W.D. Neill, Jr., Chairman of the Board of Commissioners, attested by Kathy P. Britt, Clerk to the Board.

Amended this 18th day of May, 2015, by Bladen County Board of Commissioners, Charles R. Peterson, Chairman of the Board of Commissioners, attested by Maria C. Edwards, Clerk to the Board.