

**POLICY AND PROCEDURES  
FOR APPOINTMENTS TO COUNTY BOARDS, COMMISSIONS,  
COMMITTEES AND AUTHORITIES**

**SECTION 1. THE POLICY OF NEW HANOVER COUNTY GOVERNING APPOINTMENTS TO THE VARIOUS BOARDS, COMMISSIONS, COMMITTEES OR AUTHORITIES IS AS FOLLOWS:**

- A. Any resident of New Hanover County is eligible to serve on the appointed boards, commissions, committees or authorities of the County, where such appointment is not prohibited by state statute or New Hanover County policy.
- B. All appointments will be made according to the Appointments Statute or Ordinance that created that board, commission, committee or authority.
- C. No resident of New Hanover County may serve in more than two appointed positions of New Hanover County government, unless exempted by nature of the position he or she may hold in governmental service.
- D. Unless otherwise stated by Statute or Charter, all terms of office shall be three years. No appointees may serve more than two consecutive terms. This policy may be waived if the Board of County Commissioners determines that the removal of that individual would be detrimental to the functioning of that board, commission, committee or authority.
- E. Whenever any appointee shall incur three unexcused absences, said appointee's failure to attend shall be reported by the presiding officer of the respective board, committee, commission or authority to the Chairman of the Board of County Commissioners. Such unexcused absences on the part of any appointee may, at the election of the Chairman of the Board of County Commissioners, be deemed to constitute resignation on the part of the appointee from such board, committee, commission or authority. Excused absences are defined as absences caused by events beyond one's control and are subject to approval by the Board on which the appointee is serving.  
  
Upon such resignation and acceptance, the Board of County Commissioners shall select a replacement from the applications of persons who applied for the last vacancy on such board, committee, commission or authority, without further notice, advertisement or action by the Board of County Commissioners.
- F. Each appointee must uphold County policies pertaining to the Committee on which he/she serves.
- G. If a board member believes he/she has a conflict or potential conflict of interest on a particular issue, that member should state this belief to the other members of his/her respective board during a public meeting. The member should state the nature of the conflict, detailing that he/she has a separate, private or monetary interest, either direct or indirect, in the issue under consideration. The member should then excuse himself/herself from voting on the matter.
- H. An appointee will not be considered for any employment vacancy in the agency or department he/she is serving, until said appointee resigns his/her seat on the board, committee, commission or authority, thirty (30) days before being considered for the vacancy. Should the appointee not be selected to fill the vacancy, he/she will not be eligible for reappointment to the board, committee, commission or authority.
- I. Each County Commissioner will have available to him or her a binder containing a list of all County appointments with the following data provided:
  - 1. Name of the board, commission, committee or authority.
  - 2. Brief on the functions of each board, commission, committee or authority.
  - 3. Statute or cause creating the board, commission, committee or authority.

4. Number of members and terms of office.
5. Current members, addresses, telephone numbers, terms of office, numbers of terms served, and expiration dates.
6. Regular meeting day, time and location.

**SECTION 2. PROCEDURES FOR FILLING VACANCIES FOR APPOINTED POSITIONS:**

**A. Notification of Available Appointments**

1. A list of available positions and a deadline for receiving applications will be published in the newspapers of New Hanover County. This procedure will be carried out by the Clerk to the Board of County Commissioners.
2. Thirty (30) days prior to the terms expiring, the Clerk to the Board will mail a notice to each person who is eligible for reappointment, requesting information on 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.
3. If, because of policy or otherwise, an individual is not reappointed, he or she will be presented a Certificate of Appreciation for service signed by the Chairman of the Board.

**B. Selection Process**

1. All applications for a particular position will be returned to the Clerk to the Board of County Commissioners. The Clerk will check each for eligibility.
2. All applications will be forwarded to the County Commissioners with those who are ineligible noted and the reasons for ineligibility given.
3. The Clerk to the Board shall place on the agenda the "Appointments" for action at the next meeting of the County Commissioners.

**C. Notification of Appointment**

1. The Clerk to the Board shall prepare a letter of notification to the appointee and a copy to the affected board, commission, committee or authority notifying each of the appointment.

**D. Applications**

1. All applications received shall be retained for 18 months. Applications shall be kept on file for all active appointees. All of the above data shall be maintained by the Clerk to the Board for use by the Board of County Commissioners.