

BOARD/COMMITTEE APPOINTMENTS BY THE TOWN OF KENANSVILLE BOARD OF COMMISSIONERS

PURPOSE

To create a procedure by which the Town of Kenansville Board of Commissioners appoints citizens who wish to serve their community.

POLICY

1. All Boards shall have an appropriate mix of race, gender, and geographical location when applicable and possible.
2. Board vacancies shall be advertised quarterly in the local newspaper.
3. Citizens interested in serving on a board/committee shall complete a written application form (available from Clerk to the Board) before being considered for nomination. A copy of forms for a specific appointment shall be sent to Commissioners at least two weeks before the meeting at which the specific board/committee appointment will be discussed.
4. Commissioners will be notified in writing of all potential vacancies that the Commissioners appoint on all Boards or committees at least two regular Commissioner meetings before regular terms expire. The Board shall make every effort to make appointments during the month for which they are due. In the event of an expired term, members shall continue to serve until a new member is appointed. The Board intends to make appointments to fill unexpired terms, created by resignation, removal, or other causes, as expeditiously as possible.
5. The Board of Commissioners shall make all appointments by giving due consideration to the needs of the Town in conjunction with available applications for appointment.
6. New board appointees shall be oriented by the Agency Director or Chairperson of the Committee.
7. All appointees will be required to sign the attendance statement at the bottom of the "Application for Appointment to the Town of Kenansville Advisory Boards and Commissions."
8. The Town of Kenansville Board of Commissioners requests that each Board to which they make appointments adopt a 75% per year attendance policy applicable to all appointees and enforce such policy through written notification to the Board of Commissioners. When the Board of Commissioners has been notified that appointees failed to maintain the required 75% year attendance, the appointee may be replaced at the discretion of the Board. The appointee will be notified by letter from the Mayor, with a copy of the Board Appointment Policy attached, that they will be replaced due to their failure to attend required percentage of meetings.
9. The Town of Kenansville Board of Commissioners requests that all Boards to which they make appointments adopt a timely communication procedure and schedule, and provide copies of the minutes so that the Commissioners may be informed at all times concerning Town business.
10. In order to allow more individuals an opportunity to serve on Town of Kenansville boards, the Board of Commissioners establishes a limit on the time an individual can serve. Unless specified different by N.C. General Statutes, the term limit in the Town of Kenansville shall be two (2) full three (3) year terms. Filling an unexpired term does not count toward the term limits. An individual that is not reappointed due to term limits may be reappointed to the same Board after a break of six months.

Attachment: Application for Appointment to Town of Kenansville Advisory Boards and Commissions

APPLICATION FOR APPOINTMENT
to
TOWN OF KENANSVILLE ADVISORY BOARDS AND COMMISSIONS

The Town of Kenansville Board of Commissioners believes that all citizens should have the opportunity to participate in governmental decisions. One way of participating is by serving as a citizen member of one of the Town's advisory boards. If you want to be considered for appointment to an advisory board, please complete the application below and mail it to the Kenansville Town Hall, P.O. Box 370, Kenansville, NC 28349, or fax to 910-296-0707.

Advisory Board/Committee/Commission interested in:

(I understand that this application will be kept on the active file for two years only, and I hereby authorize the Town of Kenansville to verify all information included in this application.)

Name: _____

Address: _____

City/State/Zip: _____

Telephone: (Home): _____ (Work): _____

Email: _____

Occupation: _____

Business Address: _____

Current volunteer activities / other Board & Commissions: _____

Why do you want to serve on this Board? _____

CERTIFICATION

I certify that I understand the 75% attendance policy established in the Town of Kenansville Board Appointment Policy. I further certify, that I am aware, if my attendance drops below the 75% attendance requirements that I may be removed from said Board appointment by the Board of Commissioners.

Signature of Applicant

Date