



Cabarrus County Board of Commissioners Appointment Policy

Revised/Effective: Dec 2023



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Procedures for Appointments to Boards, Committees and Commissions



I. POLICY STATEMENT

- a) The purpose of this Policy is to make uniform provision for appointments to county boards, committees and commissions that provide guidance to the governing County Board of Commissioners.

II. ELIGIBILITY FOR APPOINTMENTS

(SERVICE ON MULTIPLE BOARDS)

- a) The general policy of the Board of Commissioners shall be to limit membership of an individual to one official governmental board. The Commissioners, however, reserve the right to appoint an individual to more than one board under special circumstances. A person serving on one board and receives an appointment to a second board shall automatically be removed from the first board, unless the County Commissioners find evidence of special circumstances to justify service on two boards. However, the dual membership provision will not apply to the following: (1) appointments to regional/area boards; (2) appointments made of a member of a board in order for that person to represent that board's interest on a second board; and (3) appointments made to a board by other members of the board pursuant to State Law or Local Act establishing the board.¹

(LIMIT TO TERMS OF SERVICE)

- b) Except in extraordinary circumstances or where otherwise restricted by legislative authority creating or authorizing the creation of County boards, committees, commissions, or councils, it shall be the policy of the Board of Commissioners of Cabarrus County that terms of membership on County boards, committees, commissions and councils shall be staggered and that regular members shall not serve more than six consecutive years. Time served as an alternate member prior to the appointment as a regular member does not count as a part of the six consecutive years of service.² The preferred length of terms is three years, with terms staggered such that appointments are made each year. With three-year terms, an individual would normally serve a maximum of two terms. An individual whose initial appointment was to fill an unexpired term shall be eligible to serve the number of full-length terms other members are eligible to serve unless prior to the time for reappointment that individual has already served six consecutive years.

(RESIDENCY REQUIREMENT)

- c) Except in extraordinary circumstances or where otherwise restricted by legislative authority creating or authorizing the creation of County boards, committees, commissions or councils, it shall be the policy of the Board of Commissioners of Cabarrus County that appointees to membership on County boards, committees, commissions and councils shall be at the time of appointment, and remain so during



the term of any appointment, a resident of Cabarrus County. Exceptions to said policy will be at the agreement of a majority of County Commission members at the time of appointment or when information relative to an appointee's change in County residence is brought to the attention of the County Commissioners.⁴

(ATTENDANCE REQUIREMENT)

- d) Any member who fails to attend at least 75% of the regular meetings, except for excused illness, or other extraordinary circumstances, of the commission, committee, board or council during any one-year period shall be automatically removed from said commission, committee, board, or council. Vacancies resulting from a member's failure to attend the required number of meetings shall be filled as provided herein. The Chairman of the commission, committee, board or council will notify the proper appointing authority if a member is absent 25% of the meetings, and an appointment will be made by the appointing authority to fill that vacancy.

(AD HOC COMMITTEES)

- e) Eligibility requirements as outlined above will not be applicable to ad hoc committees.

III. TREND TOWARD QUARTERLY APPOINTMENTS

- a) Efforts should be made when creating new boards and commissions and with present boards and commissions to consolidate expiration of terms for members to expire at one time during each quarter of each year. If this can be done, it would result in less workload impact on both staff and County Commission.
- b) Any appointee whose term has expired may continue to serve until such time a new appointment is made by the County Commissioners.³

IV. COUNTY EMPLOYEES SERVING ON BOARDS, ETC.

- a) It is understood that County employees will not be appointed to boards, commissions, etc. which receive County funding assistance.

V. RATE OF PAY

- a) The rate of pay, if any, to members for service on boards, commissions or committees shall be established by the Board of Commissioners. Records for pay purposes shall be certified by the Chairmen of the respective boards, commission or committees and submitted by the appropriate department head to the Finance Officer for monthly disbursement.

VI. IMPLEMENTATION (AS OF DATE OF MOST RECENT APPLICABLE AMENDMENT)



- a) This policy shall become effective upon enactment. All subsequent appointments to boards by the Board of Commissioners shall be carried out under the provisions of this policy.
- b) Any individual affected by the dual role provision of this policy shall be given the option of determining which appointment to retain and any other appointments held by that individual to boards, commission or committees shall be deemed null and void unless waived by the Board of Commissioners under the special circumstance clause of this policy.
- c) Persons who have served on boards, commissions and committees for a period exceeding six consecutive years at the time this policy becomes effective shall serve until the end of the current term or for a period of 12 months from the date of this policy if the term extends longer than 12 months.
- d) In order to get more participation and involvement from county residents, the County should advertise in local papers at least twice each year of up-coming vacancies. Any application that is received concerning the vacancies should be given careful consideration, assuming they are qualified.

NOTE: Firemen's Relief Fund Trustees and Fire District Commissioners are exempt from the Appointment Policy

Adopted June 21, 1982

AMENDMENTS:

- 1. January 17, 1995
- 2. April 21, 1997
- 3. December 21, 1998
- 4. November 5, 2001 (With stipulation that current appointees may complete their current term of appointment)