

TOWN OF NORTH TOPSAIL BEACH
POLICIES AND PROCEDURES FOR APPOINTMENTS TO TOWN BOARDS,
COMMISSIONS, COMMITTEES, AND AUTHORITIES
Revised: May 1, 2024

SECTION 1. POLICIES OF NORTH TOPSAIL BEACH GOVERNING APPOINTMENTS:

- A.** Any Resident of North Topsail Beach who is registered to vote in Onslow County is eligible to serve on the appointed boards, commissions, committees, or authorities of the Town, where such appointment is not prohibited by state statute or North Topsail Beach policy.
- B.** All appointments will be made by the Board of Aldermen according to the Appointments Statute or Ordinance that created that board, commission, committee, or authority.
- C.** It is desired that the membership of each board, committee, commission, or authority be comprised of different groups of citizens. At no time will an individual citizen serve simultaneously on more than two boards, committees, commissions, or authorities.
- D.** Unless otherwise stated by Statute or Charter, all terms of office (member or alternate) shall be three years. No appointees (member or alternate) may serve more than two consecutive terms. This policy may be waived if the Board of Aldermen determines that the individual's reappointment would not be detrimental to the functioning of that board, commission, committee, or authority, and is in the best interests of the town.
- E.** Regular attendance by all members is essential for the proper functioning of each board, committee, commission, or authority. Whenever any appointee shall incur three absences over a 12-month period, said appointee's failure to attend shall be reported by the presiding individual of the respective board, committee, commission, or authority to the Town Clerk. Such absences on the part of any appointee may, at the discretion of the Board of Aldermen, be deemed to constitute resignation on the part of the appointee from such board, committee, commission, or authority. Unless otherwise prohibited by law, any Town Board of Aldermen appointee may be removed, without cause, by a two-thirds majority of Town Board of Aldermen.
- F.** Upon resignation or removal, the Board of Aldermen may select a replacement from the applications of persons who applied within the last 12 months for such board, committee, commission, or authority, without further notice, advertisement, or action by the Board of Aldermen, or may choose to advertise for applications to fill the vacancy.
- G.** Each appointee (member or alternate) must uphold Town policies and ethics pertaining to the board, committee, commission, or authority on which he/she serves.
- H.** If an appointee believes he/she has a conflict or potential conflict of interest on a particular case or issue, that member should state this belief to the other members of his/her respective board during the public meeting pertaining to that specific case or issue. 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 recuse himself/herself from participating in the case or issue to including excusing himself/herself from voting on the matter.

I. An appointee will not be considered for any employment vacancy in the Town until said appointee resigns his/her seat on the board, committee, commission, or authority, at least 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 for six (6) months.

J. Each Board of Aldermen member will have available to him/her/they a binder or online folder containing a list of all Town appointments with the following data provided:

1. Name of each board, commission, committee, or authority.
2. Brief on the functions of each board, commission, committee, or authority.
3. Statute or cause creating each board, commission, committee, or authority.
4. Number of members, alternates, and terms of office.
5. Current members and alternates, addresses, telephone numbers, terms of office, numbers of terms served, and expiration dates.
6. Regular meeting day, time, and location.

SECTION 2. PROCEDURES FOR APPOINTMENTS:

A. Notification of Available Appointments

1. A list of available positions and a deadline for receiving applications will be published on the Town Web page, the Town Facebook page, and to the Town's Sunshine List 45 days prior to the term expiration date with directions for online application. Application deadline will be seven (7) days prior to the term expiration date. This duty will be carried out by the Town Clerk.
2. Forty-five (45) days prior to the terms expiring, the Town Clerk will mail/email a notice to each person who is eligible for reappointment, informing s/he that if they wish to be considered for reappointment, they should please complete an updated application at least 7 days before their term expiration date. 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 with a Certificate of Appreciation for service signed by the Mayor.

B. Selection Process

1. All online applications for a particular position will be returned to the Town Clerk. The Clerk will check each for eligibility i.e. registered to vote in Onslow Co.
2. All applications will be forwarded to the Board of Aldermen for board member consideration with those who are ineligible noted and the reasons for ineligibility given.
3. The Town Clerk shall place on the agenda the "Appointments" for action at the next meeting of the Board of Aldermen.
4. Appointment will be made by written vote of the Aldermen with a simple majority necessary for appointment. Each appointment/vacancy will be voted individually.

C. Notification of Appointment

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

D. Applications

1. All applications received shall be retained for 12 months and then electronically deleted or physically shredded. Applications shall be kept on file for all active appointees. All of the above data shall be maintained by the Town Clerk for use by the Board of Aldermen.

As amended and adopted: May 1, 2024