



GASTON COUNTY BOARD OF COMMISSIONERS APPOINTMENT POLICY

Sec. 1. SERVING REQUIREMENTS:

Must be a Gaston County resident with exception of federal/state/departmental or agency positions requiring representation.

Sec. 2. OPEN MEETINGS LAW:

Each BOC appointed body shall comply with the open meetings law by notifying its members and the sunshine list of the date, time and location of the meeting forty-eight hours prior to the meeting as required by the Open Meetings Law. The current sunshine list is on the Intranet Web site-and available upon request submitted to the Clerk to the Board.

Sec. 3. CONFLICT OF INTEREST:

Prior to an appointment, each commissioner shall determine and report to the full BOC if his/her appointee has a substantial material conflict of interest in the related appointed body or is serving on any other county-appointed board.

Sec. 4. NEWLY APPOINTED BODIES:

Each newly appointed body or policy making (ad hoc) body will be outlined as to purpose, duties, responsibilities, meeting location and time with ad hoc committees being given a date of completion.

All appointed bodies shall serve in an advisory capacity to the BOC with exception of the Board of Equalization and Review, the Health and Human Services Board, the Personnel Advisory Board, the Gaston County Board of Adjustment, and any other body charged by law to exercise decisional authority.

No BOC appointed body shall carry the name of "Commission" unless required by law or as otherwise approved by the BOC.

Sec. 5. BY-LAWS:

BOC appointed bodies shall submit their by-laws, including changes set forth herewith, for approval on the BOC Consent Agenda with the BOC Chairman serving as Board Action sponsor.

Sec. 6. APPOINTMENT APPLICATIONS:

Applications shall be received prior to appointment and forwarded to all Commissioners by the BOC Clerk.

Sec. 7. APPOINTEE ORIENTATION:

Appointees to County Advisory Boards shall undergo an orientation by the Department for which the Advisory Board provides advice.

Sec. 8. ATTENDANCE REQUIREMENTS:

With the exception of medical reasons, any member of a BOC appointed body may be removed from office if he/she:

- (1) Is absent from three (3) consecutive advisory board meetings, or
- (2) Has less than a 60% annual attendance record at advisory board meetings.

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Sec. 9. ATTENDANCE REPORTS:

Each BOC appointed body shall submit a monthly cumulative attendance report for the calendar year to the BOC Clerk within one (1) week of each meeting or related subcommittee meeting.

Sec. 10. ADVISORY BOARD REPORTS:

Appointed bodies shall submit written reports to the BOC/Clerk from January through March outlining the next years course of work. BOC/Clerk shall forward these reports to the Assistant County Manager for budget consideration. BOC may schedule Work Session presentations if needed.

In cases where the BOC appoints several members to a larger appointed body but not the entire membership, the BOC will be forwarded the committee's annual report.

Sec. 11. CHAIRPERSON/OFFICER CHANGES:

A committee representative must report chair or officer changes to the BOC Clerk for appointment database changes.

Sec. 12. CHANGES IN APPOINTMENT BY OTHER APPOINTING AGENCIES/AUTHORITIES:

For appointments made by other agencies or authorities, such to be reported to the BOC Clerk for appointment database changes.

Sec. 13. COUNTY EMPLOYEES SERVING IN NON-SPECIFIED STAFF POSITIONS:

No county employee is to serve on a BOC appointed body unless that body requires specified staff representation. County employees shall serve in an ex officio/advisory/non-voting capacity on any advisory board to which they have been appointed.

Sec. 14. TERM EXPIRATIONS:

BOC or Clerk (as requested) will contact each appointee as his/her term expires.

Sec. 15. SERVING ON MORE THAN ONE BOARD:

Citizens shall not be limited as to the number of appointed boards on which they can serve, subject to restrictions in Section 9 of Article IV of the North Carolina Constitution.

Sec. 16. RECOGNITION OF VOLUNTEERS:

Commissioners shall recognize volunteers upon resignation by announcing names during televised meetings on the Government Access Channel and mailing certificates of completion as prepared by the Clerk's office.

Sec. 17. APPLICABILITY OF POLICIES TO APPOINTEES:

Appointees to county boards are subject to the following policies as if they were county employees:

- (1) Gaston County Personnel Policy § 3 (Code of Ethics)
- (2) Gaston County Personnel Policy § 16 (Social Media Policy)
- (3) Gaston County Personnel Policy § 26 (Use of Information Technology Resources)
- (4) Resolution 95-16, January 17, 1995 (Code of Ethics for County Officials)