



# VOLUNTEER BOARD & COMMITTEE APPOINTMENT POLICY



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### Purpose Statement:

The Purpose of the Appointment Policy is to outline the Town of Indian Trail's volunteer board and committee appointment process. All applications are reviewed by Town Council, and Town Council makes all appointments. The Town's goal is to engage a wide variety of citizens who represent the community as a whole.

### SECTION I - POLICY CONTENT:

#### A. Requirements:

Residency may be required for certain boards and committees as outlined below. Residency is determined by the voting jurisdiction in which the applicant lives and may differ from the address listed on a driver's license. In addition, no one member may serve on more than two of the Town's boards or committees combined. *(Note: The Planning and Zoning Board and Tree Board share the same members, requirements and are considered one unit. And, short-term, specific purposed committees are not counted.)*

- Planning and Zoning (& Tree Board): Residency Required
- Stormwater & PARC Committees: Residency and/or Property Ownership Required
- Indian Trail ABC Board: No Residency or Property Ownership requirements.
- Application and Driver's License, government issued ID, or utility bill that shows name and address are required for board/committee considerations.
- Residency/Jurisdiction: Verified by the Town Clerk

#### B. Application Process:

An application is required by both new applicants and existing members who wish to continue serving. Members seeking reappointment must submit a new application to the Town Clerk. Supplemental resumes and letters detailing interests or experience are encouraged from new members. Incumbents only need to submit a basic application with signature and date. The Clerk will ensure that the Staff Liaisons, relevant Board/Committee Chairs, the Mayor, Council Members and the Town Manager receive all applications for open positions.

Once Council has made appointments, applicants will be notified by the Clerk. Applications for applicants not selected for appointment will remain in the Clerk's office for one year and will continue to be considered for open seats on any of the boards/committees as seats become available.

Applications are located on the Town's website at [www.indiantrail.org](http://www.indiantrail.org). Completed applications should be sent to the Town Clerk at [tss@IndianTrail.org](mailto:tss@IndianTrail.org).

#### C. Appointments:

Appointments for all seats, if possible, will be made prior to their termination date. Seats open mid-term will be filled as expeditiously as possible.

The Chair for each Committee/Board may make candidate recommendations to fill open positions; recommendations should be sent to the Mayor, all five Council Members, Town Manager and Town Clerk simultaneously. The Chair may make more than one recommendation per seat. Each recommendation should include a short statement as to why the candidate is being recommended. Recommendations do not guarantee the Candidate will be selected.

#### **D. Advertising of Open Positions:**

Positions will be advertised a minimum of two months prior to their expiration date. All other positions will be posted for at least two weeks prior to being presented to Council for appointments and will continue to be advertised via various social media outlets until all positions have been filled.

### **SECTION II - EXPECTATIONS OF APPLICANTS:**

#### **A. For Boards:**

##### ***Planning and Zoning Board and ABC Board***

1. Applicants are requested to attend one relative board meeting before consideration.
2. Applicants shall be open to an interview with any member of the Town Council.

#### **B. For Committees:**

##### ***PARC and Stormwater***

1. Applicants are requested to attend one relative meeting before consideration.
2. Applicants shall be open to an interview with any member of the Town Council.

### **SECTION III - APPOINTMENT PROCESS**

- A. Positions shall be advertised per Section I (D) above.
- B. Board/committee considerations will be scheduled on the Town's meeting agenda, and applicants will be notified.
- C. Applications are included in the Town's public Agenda Packet to be reviewed by Town Council prior to the meeting. Town Council members may contact applicants to schedule interviews or may reach out to board/committee staff liaisons and/or chairs as needed to discuss candidates.
- D. Appointments are made by Council via motion during a regular Town Council meeting. The Council meeting is open to the public or may be watched on You-Tube.
- E. Applicants will be notified of Council's decisions by the Town Clerk.
- F. New Members are required to be sworn in before they may begin service. Oaths must be given by either the Mayor, Town Clerk, or Notary. *(New ABC Board Members shall refer to the ABC Board By-Laws for specific guidance in taking the Oath.)*

### **SECTION IV - FACTORS FOR APPOINTMENT CONSIDERATION**

For incumbents, considerations for reappointment include past behaviors of exhibiting civility with others, recognizing and observing rules of order and procedures during discussion, adhering to by-laws, and attending all meetings possible.

For those newly seeking to serve the Town, considerations include positive performance on other committees, and/or backgrounds that offer knowledge or a specific skillset that benefit the Town.