

# Northern Transition Area Advisory Committee

## AGENDA

7:30 pm Thursday, February 6<sup>th</sup>, 2020  
*Break room downstairs, Town Hall*

- |               |      |  |
|---------------|------|--|
| 7:30- 7:45 pm | I.   | Joint Review - Climate Action Plan Implementation Update       |
| 7:45- 8:15 pm | II.  | Joint Review - Mobi Award Presentation                         |
| 8:15- 8:30 pm | III. | Regular Meeting – Review of 9/5/19 and 7/18/19 meeting minutes |
| 8:30– 9:00 pm | IV.  | Regular Meeting – Committee Transitions, membership,etc.       |

**See Attachments Below**





# Town of Carrboro Northern Transition Area Advisory Committee

NTAAC  
Special Meeting  
Thursday September 5<sup>th</sup>, 2019  
MINUTES  
7:30pm, Town of Carrboro Town Hall

**Committee Members:** Amy Jeroloman, Anahid Vrana, Deb Rich, Rachel Dirito (absent), Meg McGurk (absent)

**Staff Present:** Jeff Kleaveland

**Board Liaison:** Bethany Chaney

**Guests:** Omar Zinn, Adam Zinn (stopped by to field a few Kentfield questions).

**1. Amy called the meeting to order.**

a. *The meeting commenced.*

**2. Kentfield AIS CUP Review**

- a. *The committee as a whole has no issue with the project's density or size-limited units. They still follow their original recommendation favoring connectivity to Wyndham drive favoring traffic calming instead of bollards.*
- b. *The group found that the proposed mulch walking trail (that was also being counted toward the recreation requirements for small children) would be better if it were paved. In discussing this with the Zinns, who were invited into the meeting to address this concerns, were committed to the mulch based trail.*
- c. *Regarding the idea of a paved trail, the members found that this created the kind of refuge from cars that children can't find on a street and sidewalk. Even for a street that does not allow through-traffic, it prevents potential conflicts with children and cars on driveways.*
- d. *The group favors connecting the trail to the proposed Homestead Road sidewalk. Currently there is no such connection shown on the plan. It is assumed that this connection was not included as a matter of maintaining the privacy of the subdivision. The NTAAC could sympathize with the desire for privacy but finds that that the overall benefit of pedestrian connectivity as an amenity for the subdivision to outweigh this concern.*
- e. *The group wrapped up the Kentfield and made the following motion:*
- i. *MOTION: Rich made the following summary recommendations for Kentfield (seconded Vrana).  
Vote (Ayes: Unanimous):*
- 1. The NTAAC supports the connectivity requirements of the Land Use Ordinance such that they recommend that the Wyndham Drive connection be allowed without the use of bollards to interrupt traffic flow. Instead of bollards at the connection, traffic calming measures should be employed.*
  - 2. The NTAAC recommends that the mulched hiking trail be paved to better serve the needs of parents and children in the community.*
  - 3. Furthermore, the NTAAC recommends that the hiking path be extended to tie into the proposed Homestead Road sidewalk/path in order to further improve the pedestrian opportunities for the community.*

**3. Old/New Business:**

- a. *The group discussed the various requests-for-information as it pertains to the FLX district rezoning. Jeroloman presented to staff copies of citizen correspondence that has come to her attention during the FLX review process. Staff will scan this information and include it as part of the NTAAC record for their FLX review.*
- b. *The “Z” sign that is supposed to mark the site evidently has disappeared and the group asked staff to look into this. Amy discussed the substantive correspondence from the professional scientists and felt it important to be part of the NTAAC minutes. Bethany mentioned that this much of this information has already been made available to the Aldermen. It will be incumbent upon staff to include such information in future agenda items as they go before the Board.*
- c. *The group was disappointed that the DAD checklist as well as the applicant’s site report (which is currently being reviewed by the Army Corps of Engineers) has not yet been made available to the public. They felt that if this wasn’t available, along with the review letter from the Corps in advance to the upcoming public hearing it would be impossible to make recommendations which should then require further delay in the public hearing scheduling.*
- d. *Upcoming Special Meetings. The FLX Rezoning is tentatively scheduled for Joint Review on October 3, 2019 with the public hearing scheduled tentatively for October 22. The group anticipated needing an additional meeting (or more) prior to the public hearing, provided all the requested materials are available.*

**4. Adjourn:**

- a. *Move to adjourn, Rich moves all approve – ADJOURNMENT!*



# Town of Carrboro Northern Transition Area Advisory Committee

NTAAC  
Special Meeting  
Thursday July 18<sup>th</sup>, 2019  
MINUTES

7:30pm, Town of Carrboro Town Hall

**Committee Members:** Amy Jeroloman, Rachel Dirito, Meg McGurk, Anahid Vrana

**Staff Present:** Marty Roupe

**Board Liaison:** Bethany Chaney (absent)

**Guests:** Sarah Childs (Director of Duke Forest), Steve Hall (80s Meadow Flats natural history inventory work), Lisa Brown, Joe Ditto, Terri Buckner, Ken Moore, John Gant, Lisa Brown.

**1. Amy called the meeting to order.**

*a. Introductions around and the meeting commenced.*

**2. Special Meeting -Zinn Property FLEX district discussion continued...**

*a. Traffic Study: Comments sent to NTAAC by Lisa, John Gannt sent comments to Chuck at NCDOT, Lisa will forward to NTAAC; Rachel feels intersection impacts may be underestimated in study. Thinks a roundabout or stoplight will be needed; Meg thinks the numbers in the study are okay, biggest impact will be at the intersection, roundabout is her suggestion; Comments about already having to take a right, then another right instead of left, even without development; Not clear whether all background traffic, Chapel Hill side included, was accounted for in the study. Adam says he doesn't think it did since it isn't out of the ground and open yet, Needs to be checked. Adam asked about peak time, 7:15 or 7:30 worst / 4:15 to 5:30 or so is second worst; Noted that city buses also use corridor at the end of the day; Adam asked how / if this is any different than what happens at any other school location? Yes, was answer because of the nature of the road, Old NC 86; NTAAC discussed past recommendations to NCDOT regarding traffic improvements on the road and in the area in general; Adam thinks the study was aggressive in the numbers of units and square footages used in the study, which may affect the results; Noted that the accident report may not be completely accurate, need to double check this as well; Suggestion of open house type meeting with traffic consultants to answer questions, etc, outside of public hearing format; Wait to see NCDOT's responses to study, then discuss further*

*i. Staff To Do: Share comments from NCDOT as soon as possible (staff needs to discuss whether these comments can be shared straight through an email or whether we need to only include in the next agenda package.)*

**3. Receive staff updates and responses to the following NTAAC requests**

*a. Adam says the Planning Board redesign doesn't work for many reasons; Question about likelihood of moving the general store use to the north side of Eubanks Road. Adam says they may want the general store next to the field / open space, the new design shows the kidney bean open space at about twice as big as the similar space at Southern Village; Question about location of Meadow Flats, directed to Sarah from Duke Forest. Sarah pointed out the old; Question about the date produced for the wetlands data layer; Request to see soils map during next meeting, with some explanation from*

*Steve Hall about what he knows regarding the soils in the area and the rock types. Steve noted that the rock types are different on this site compared to the rock types at Morris Grove school; Discussion about the small area plan then came up, page 52, regarding the 75% threshold and that annexing this site would essentially be a loophole to get out of what is shown in the plans. Is it in compliance with the spirit of the small area plan, second paragraph. NTAAC would like to hear town attorney's opinion on this matter.*

- b. Amy pointed out that the comments from Sonia, about preserving the sensitive areas, etc, the matter addressed in two different places in the small area plan; Lisa mentioned the cognitive dissonance between the DAD site plans and what the Zinns have presented now, the lack of and amount of open space is troubling. Adam responded and agreed that because of the wetlands being smaller that it is absolutely true that there's a difference in the north and northeast portion of the site plans; Further discussion about what, specifically, the DAD plans each showed and how the scales / amount of land used /etc are similar to what they're now proposing; Amy points out the small area plan, page 11, language about Meadow Flats. She feels this is a very important matter; Terri pointed out that the town had the tool available in '83 to put Meadow Flats in a Conservation District, as in the zoning district around University Lake.*
- c. Terri suggests that the language in the small area plan discusses natural areas, not wetlands only. Steve discussed the soils further, noting the shrink / swell characteristics of this particular land. He mentioned a specific kind of lily flower that is present all over the site during the Winter months; Steve suggests focusing on the natural area as a whole, rather than only the wetlands; Meg is struggling with the notion that all this information was available when the DAD report was done, but yet it was still noted as viable for development;*
- d. Ken Moore pointed out November 2014 rezoning for MURT; Question to Sarah, about easement on Duke Forest land, 1,117 acres in Duke Forest ownership. DOE has the easement over much of the land to preserve it for research purposes. Time limited, renewed in 2013 for an additional 20 years. Thinking it may have been put in place when Orange County was looking for land for a solid waste facility; Steve suggested that the development of this land will affect the study area.*
- e. Sarah added context about Duke Forest holdings, majority of acreage is in rural buffer, which has allowed Duke to continue doing studies, education, etc, for decades at this point. Rural buffer has protected this ability for over 30 years now. Bottom line from Duke, shift to developed land near the site means they'll have to change the assumptions built into the data. Won't be able to use the data in the same way. Los Alamos is interested in a collaborative effort on the field portion of the land, related to remote sensing abilities for atmospheric changes. Ancillary impacts only, no actual monetary gain.*
- f. Question from Meg to Sarah about whether Duke Forest has come out to speak on other development projects. Sarah says this area is an achille's heal for Duke Forest as related to their research model. She is getting up to speed on all this, Greene Tract, Rogers Road rezoning, etc at it relates to all this. This particular site is potentially significant in its ability to conduct research because of predominant wind blow directions. Sarah sent the letter to the BALD in June; Sarah has invited Board members to meet with her.*
- g. Amy wondered whether an email or something will go out, as they suggested, even if a quorum isn't present for the meetings. Question from Steve about County Commissioners role as of now and if /*

after the annexation takes place. Amy explained the NTAAC's communications with them about all these matters; Ken suggested that everyone show up at the Commissioners 9/3 meeting and make a statement that they get involved more directly, as individuals.

- h. Terri suggests that the information, whatever it is ultimately, be sent to Dave Stancil's department as well; Meg asked Amy what she's asking the committee to do. Rachel says I guess we're asking them to make a statement of some sort
- i. Terri suggests they be asked about the annexation being done early rather than later, thereby removing the commissioners; Ken suggests asking the county to make it clear that they are concerned with the protection of this land; Sarah pointed out from her experience related to the Legacy Lands Program that the county is looking at a much broader area. Meadow Flats is on the list apparently, ?, but that's all we know? Motion to draft a letter to be further considered, during next mtg, regarding this matter ultimately to be sent to the commissioners.
- j. UNC Department of Geology may be able to complete a study of the site, possibly free of charge? Green Growth Report, also free of charge?, to be completed by the NC Wildlife Resources Commission. Sarah mentioned that she is familiar with this, and that they essentially train folks on how to assess environmental aspects of particular sites. Been going on for approximately eleven years now;
- k. Adam mentioned that they have engaged ECS to do a NEPA inventory review at this point, which covers at least part of what is being discussed; Steve made clear that the Natural Heritage Program looks at the land as a whole, not just wetlands delineation, to determine where the significant boundaries should be put on the ground; A specific and significant plant has been found once, and only once, on the site.
- l. The hour getting late, staff pushed the group to formalize their recommendations:
  - i. MOTION: In light of this the standard form from Tina was worked through and the following recommendations were voted on and approved (Motion: Rich, Second: Diritto, Vote (Ayes: unanimous):
  - ii. The NTAAC recommends that the Board delay a decision on the matter due to the following reasons:
    1. The NTAAC does not have sufficient input directly from the Rogers Road Community.
    2. The NTAAC is concerned about the negative impacts to the Tallyho Road (Fox Meadow) neighborhood with regards to stormwater, noise, and property value;
    3. Insufficient detail provided about uses that constitute 'flex space' (as referenced in the proposed ordinance).
    4. A checklist is needed that demonstrates how this ordinance reflects the specific goals and recommendations of the "Rogers Road Zoning Standards – Zoning Strategies Outline".
    5. (specific note: 15-176.8 (e-9) – needs correction, reverse hours.

#### **4. FLEX district rezoning discussion continued**

- a. The group had discussed the Zinn FLEX district further but took no additional action. They requested that staff provide the most recent Soil/Wetlands study that declassified a part of the map wetlands area; they also requested the TIA information when it is made available

**5. Old/New Business:**

- a. *Regarding the group's process, Meg suggest that the group collect all requested information and prepare recommendations ahead of 9/5 Joint Review meeting.*
  - i. *MOTION: Anahid mate the following recommendation which was approved (Motion: Vrana, Second: Drito, Vote (Ayes: three, Noes: one (McGurk).*
  - ii. *That the NTAAC ask owners to allow Natural Heritage Program to visit the site.*

**6. Adjourn:**

- a. *Move to adjourn, Anahid moves all approve – ADJOURNMENT!*

DRAFT

**ADMINISTRATIVE  
POLICY  
Adopted 11-21-2017**

**RULES OF PROCEDURE FOR TOWN OF CARRBORO BOARDS AND  
COMMISSIONS**

**Purpose:** This policy for advisory boards/commissions (hereinafter “boards”) will provide efficient and equitable rules of procedures for all board members and staff liaisons to follow and provide general information and recommendations about how the boards conduct Town business.

This policy is not designed to create any additional rights or obligations, nor does it establish any procedural rights to any person that are not already provided for by law. The failure of any board member to adhere to the recommended procedures described herein shall not affect the validity of any meeting or action taken. To the extent there is conflict or any discrepancy between these procedures and the North Carolina General Statutes, case law, or Town ordinances (collectively “law”), the law shall prevail.

**1. Role of Board of Aldermen Liaison**

The Board of Aldermen will appoint a Board liaison(s) to each board at the organizational meeting held each election year. These appointees will serve as the elected official point of contact for the board. Board liaisons are non-voting persons who serve chiefly to listen to conversation, to clarify as necessary matters of policy or process related to a particular issue, and to fairly recount Advisory Board conversation and intent as may be needed in subsequent Board of Aldermen discussions. Board liaisons are expected to limit their participation in Advisory Board debate and discussion so as to ensure the freest environmental for citizen input, participation, and leadership. Liaisons shall encourage productive discussion but leave meeting facilitation to Advisory Board chairs and staff. Board liaisons shall not call or cancel meetings, nor amend the agenda of an Advisory Board meeting.

**2. Role of Staff Liaison**

Each department director will have the responsibility of designating a staff person from their department to serve as the staff liaison for each advisory board(s) managed by their department. Additional staff from that department may also provide support roles as deemed necessary by the department director. The staff liaison will be the primary contact for the advisory board members. The staff liaison is responsible for providing board-specific orientation to board members. While the staff liaison serves as staff support to the board it should be clearly noted that staff work is directed only by the department director or their supervisor. Staff liaisons should refer to their supervisor with any questions related to advisory board work. It is the responsibility of the staff liaison to develop agendas and guide the work of the advisory board, as directed by the Board of Aldermen.

**3. Meeting Schedules**

Boards should adopt a yearly meeting schedule each year which takes into account Town-observed holidays and other frequently observed holidays and events. Once adopted, the meeting

schedule is then posted in a public notice. Boards that meet on an as-needed basis only will provide appropriate public notice at least 96 hours (4 days) in advance of each meeting. Such notice will provide the date, time, location and purpose of the meeting. In addition, appropriate public notice, as required by law, will be given for any special meeting or work session that is not included on the regular meeting schedule.

#### **4. Meeting Agenda**

The purpose of the agenda is to organize materials to be considered and to give members an opportunity to study the issues before the meeting.

Board agendas are prepared by the staff liaison based upon information received from the Board of Aldermen, department directors, staff, or items continued or approved to be on the agenda by consensus of a majority of board members during the previous meeting. Advisory board chairpersons may provide input during agenda preparation but are not required nor expected to approve agendas as provided by the staff liaison.

The staff liaison will ensure that the agenda, and all supplementary material, is available on the Town's website at least 96 hours (4 days) prior to the board meeting. No changes will be made to the agenda once it has been posted. However, the following changes may be made at the beginning of the meeting if agreed to by a majority of the members present: order, discussion of planning of events, announcements by members of the committee. Items that will require a vote and recommendation back to the Board of Aldermen may not be added to the agenda at the meeting. If the agenda is not posted prior to 96 hours of the meeting, the meeting will be cancelled and items will be continued to the next properly posted meeting.

Items shall be placed on the agenda according to the order of business. The order of business for a regular meeting agenda follows. Agenda items may be considered in an order different from that shown on the agenda. In emergency situations, other items may be considered on the agenda.

- Call to Order: The presider (usually the chair) will always begin the meeting at the appointed time with a quorum present;
- Swearing in of witnesses, if required: A Town staff member who is a Notary Public may perform this duty in addition to other persons granted this authority by state law or other governing documents;
- Approval of previous meeting minutes: The board will adopt the minutes, as is, or with modifications by motion, second and vote of majority;
- Action and discussion items, reports, information items (including any public hearings);
- Old/New Business;
- Adjournment: The board shall adjourn meetings by motion in open session.

Some boards utilize committees to help carry out their business. The meetings of those committees are recognized to be more informal than regular meetings, and the public notice may also serve as the agenda. Items may not be added to the agenda of a committee meeting.

## **7. Open Meetings Requirement**

Board members shall not deliberate, vote, or otherwise take action on any matter with the intention of making it impossible for persons attending a meeting of the board to understand what is being deliberated, voted, or acted on. Board members should strive to be clear about the matters they are considering and should refrain from referencing an item by letter, number, or other designation which might be conceived as a secret device or method. The board may deliberate, vote or otherwise take action by reference to an agenda, if copies of the agenda—sufficiently worded to enable the public to understand what is being deliberated, voted, or acted on—are available for public inspection at the meeting.

## **8. Quorum**

Unless otherwise set forth in bylaws or other governing documents, a majority of the board, including the chair but excluding vacant seats, shall constitute a quorum. A majority is more than half of the board. A member who has withdrawn from a meeting without being excused by majority vote of the remaining members present shall be counted as present for purposes of determining a quorum.

## **9. Chair**

The chair shall have the following authority:

- To act as the parliamentarian during meetings of the board;
- To preside over public meetings of the board;
- To vote upon all measures before the board;
- To be counted for quorum purposes;
- To preserve order and decorum;
- To call a brief recess at any time;
- To adjourn in an emergency.

The chair may also

- Rule motions in or out of order;
- Determine when a speaker has gone beyond reasonable standards of courtesy in his or her remarks and to entertain and rule on objections from other members on this ground;
- Answer questions of procedure.

The board may, at its discretion, elect from its membership a vice chair to serve in the chair's absence or in case of sickness of the chair or other causes which would prevent the chair from attending to his or her duties. The vice chair shall be entitled to vote on all matters and shall be considered a board member for all purposes, including the determination of whether a quorum is present.

If both the chair and vice chair are absent from a meeting, the board may elect from among its members a temporary chairperson to preside at the meeting.

The chair as the meeting presider shall follow the principles below, which were taken from "Robert's Rules in Plain English":

- "Be on time and start on time."
- "Be organized. The presiding officer should have a detailed, well prepared

agenda and stick to it.”

- “Be prepared. The presiding officer should be familiar with the procedural rules...”
- “Be a teacher. The presiding officer should keep the group working together by explaining procedure clearly and communicating the next order of business. If a motion is confusing, it is his [her] duty to clarify it. This may mean helping a member rephrase a motion.”
- “Be in control of the floor. The presiding officer should ‘assign’ the floor by recognizing those members who wish to speak by calling them by name. No other member may interrupt or call out remarks without being out of order. The presiding officer should remind such a member that the floor has been assigned and request that his [her] remarks be held until the floor has been assigned to him [her]. In addition, private discussion between members while another has the floor is out of order and disruptive members should be reminded of this rule.”
- “Be impartial. The presiding officer should impartially call on members wishing to speak. He [she] should give members on both sides of an issue an opportunity to speak...”
- “Be composed. The presiding officer should remain calm and objective, keeping the meeting moving.”
- “Be precise. The presiding officer should always restate the motion before taking a vote. After taking the vote, he [she] announces the result of the vote by interpreting the action taken. The presiding officer should always be certain about the results of a voice vote. He [she] may retake the vote by requesting a show of hands on his [her] own accord.”
- “Be focused. The presiding officer should not allow irrelevant discussion. Restate the question and, if necessary, directly request the member to ‘confine remarks to the pending question’.”
- “Be temperate. The presiding officer should use the gavel sparingly, tapping it once to open and close the meeting.”

## **10. Action by boards**

Actions of the boards shall proceed by motion, unless agreed to proceed by unanimous consensus. Seconds are required to all motions. Only one motion at a time shall be allowed. Motions may be withdrawn at any time prior to a vote or in accordance with the law. Motions shall be adopted by a majority of the votes cast unless otherwise required by these rules or by the laws of North Carolina. A majority is defined as more than half of the board members present for the vote.

Every member of the board should actively participate in voting unless excused by the remaining members in accordance with state law. A member who wishes to be excused from voting shall so inform the chair, who shall take a vote of the remaining members. No member should be excused from voting except upon matters in which the member has a conflict of interest (as outlined in the North Carolina General Statutes and case law). In all other cases, a failure to vote by a member who is physically present in the meeting, or who has withdrawn without being excused by a majority vote of the remaining members present, shall be recorded as an affirmative vote. However, board members are encouraged to make their voting positions clear by verbalizing their votes rather than allowing their silence to represent an affirmative vote. If a

vote is unclear to the chair, then it will be up to the chair to call for a vote by hand.

## **11. Minutes**

Generally, the minutes of all boards are considered public records. The public records laws should be relied upon in determining when all records, including minutes, are deemed public records. The staff member that is designated as the secretary or liaison to the board shall be considered the custodian of the minutes and should treat such documents as public record laws require. The North Carolina Department of Cultural Resources should be referred to as a necessary guide in determining the status of all records.

Draft minutes posted in a meeting documents packet shall be watermarked "DRAFT". Once minutes are approved, they shall be posted in the appropriate section of the website module before the next meeting's documents are posted and sent out.

Minutes will be "summary minutes" and will not be verbatim. The law requires that all minutes be "full and accurate". The purpose of minutes is to provide a record of the actions taken by a board and not to provide a transcript of the discussions that occurred during the meeting. The minutes can also provide evidence on behalf of the board, that the board followed proper procedures in taking its actions. If no action is taken, the minutes may simply reflect that the meeting occurred, include the subject of the meeting and that no action occurred. It is not necessary to reflect the conversations and discussions of the board. The minutes should reflect motions made and seconds, identify the movants, dissenting votes, the general summary for the dissenting vote (or minority opinion), and the order in which the items before the board are addressed. All minutes shall be in written form. Minutes should contain enough information to act as an official record of the action taken, they should serve as a guide to staff and the Board in describing what action, if any, is recommended by the board, and they should be sufficient to be submitted as legal evidence as necessary. It is not necessary to record all discussions, particularly those discussions upon which no action is taken. Minutes shall include an accurate account of all guests that speak and a summary of what they spoke about.

Minutes for the Board of Adjustment should reflect in the record all findings pertaining to each hearing, every resolution acted upon by the board, and all votes of members of the board upon any resolution or upon the final determination of any question, indicating the names of members absent or failing to vote.

The following is an outline which may serve as a template for the boards in the preparation of meeting minutes.

- Name/identity of the board;
- Date, time and location of meeting;
- Time meeting called to order;
- Names of board members in attendance and those absent;
- Statement of whether or not there was a quorum present;
- Identification of subjects for consideration;
- Motions and seconds;
- Any conflicts of interest or abstainments from voting and votes thereon;
- Vote/Action taken by board;
- Dissenting opinion;

- Time meeting adjourned.

Each board shall vote to approve their minutes at their next meeting. Board members may suggest corrections to the minutes when they are in draft form. All board member suggested corrections should comply with this policy. Board members should not propose amendments to the minutes that conflict with this policy.

If audio recordings of board meetings are created, then the staff liaison shall maintain these audio recordings in accordance with the public records laws and Town policy.

## **12. Committees of the Boards**

The board may create committees to facilitate the efficiency and effectiveness of the board's business by researching, studying, and deliberating issues on behalf of, and at the direction of, the full board. Recommendation and reports of any committee will be made to the full board for discussion and/or recommendation.

Minutes of committee meetings shall comply with this policy.

Public notice of subcommittee meetings shall follow the agenda notice requirements of Section 4 of this policy.

## **13. Remote Attendance**

At the discretion of the chair and provided that quorum requirements are otherwise met, a regular member who is unable to attend a meeting due to physical incapacitation or absence from the Town beyond a reasonable travel distance may participate by teleconference, subject to the availability of functioning equipment, and will be considered present for discussion and deliberation but shall not count towards a quorum and shall not be able to vote. A member wishing to participate by teleconference should contact the chair at least 24 hours prior to the meeting.

## **14. Meeting Recording**

All advisory board and commission meetings shall be audio recorded. The staff liaison shall be reasonable for maintaining the recordings in accordance with the NC Public Records laws. Audio/video media do not have a permanent life span and it would be inconvenient and difficult to continually copy audio/video minutes to ensure their permanent status. Once official meeting minutes have been adopted, the minutes become the official permanent record of the meeting.

## **15. Ethics**

Chapter 2, Appendix B of the Carrboro Town Code "The Code of Ethics for the Town of Carrboro Board of Alderman" shall also apply to all Town of Carrboro advisory board members. Section 3-42 of the Town Code shall also apply to all members.

## **16. Coverage (Adopted 11-21-17)**

This policy shall be applicable to all appointed boards and committees until such time that the policy statement is altered, modified or rescinded.



**Town of Carrboro  
Advisory Board  
Recruitment and  
Appointment Policy**

11-21-2017,12-4-2018

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## TOWN OF CARRBORO BOARD OF ALDERMEN Recruitment and Appointment Policy

**Adoption: 11/21/2017, Amended 12-4-2018**

### Purpose

The purpose of this policy is to establish a policy and procedures whereby the Board of Aldermen will make appointments to public advisory boards, committees, commissions, councils, and taskforces (hereinafter “boards”). The Board shall also establish a policy and procedures whereby the Board makes appointments to public authorities that have Carrboro representatives or are Town of Carrboro Authorities.

### Composition

The Town of Carrboro Board of Aldermen shall appoint all voting and non-voting members to boards. The Board of Aldermen shall endeavor to appoint members who represent the ethnic, cultural, demographic, and geographic diversity of the community. The Board of Aldermen should consider the following when making appointments:

- Address
- Neighborhood/Geographic location
- Date of Birth
- Length of Residence in Carrboro
- Gender
- Race
- Occupation
- Advisory Board Service

- Experience/Skill Set/Expertise
- Community Activities/Involvement/Organizations

## Authority

The North Carolina General Statutes, the Town of Carrboro Charter, the Town of Carrboro Town Code and the Town of Carrboro Land Use Ordinance provide the enabling legislation for the Town's Boards.

## Periodic Review

This policy may be changed or adjusted as deemed necessary by the Board. The Town Clerk shall review the policy and make sure the policy is up-to-date.

## Recruitment and Appointment Process

- Prior to the annual February term expirations, and when midterm vacancies occur, the Town Clerk will advertise that the town is accepting applications for upcoming openings on advisory boards and commissions.
- Applications will be taken until all seats are filled. Applications received after the seat(s) have been filled will be placed on file by the Town Clerk and held for future vacancies for a period of 12 months. If vacancies exist on other boards, the Town Clerk will let the applicant know of those vacancies. If interested, applicants will be encouraged to apply. Midterm vacancies shall be filled from applications on file without special advertising efforts unless requested by the Board of Aldermen.
- All new candidates must complete an application to be considered for appointment.
- Currently serving advisory board members, whose first full terms are expiring in February, will be contacted by the Town Clerk and asked if they would like to be considered for reappointment. If so, no new application is needed from the member. The Town Clerk shall report to the Board Chair that the member wishes to be reappointed. The Chair shall provide the recommendation/review form for the current member to the Board of Aldermen, just as with new applicants.
- The Town Clerk will notify all applicants of receipt of his/her application.
- The Town Clerk shall forward copies of applications to the advisory board chairs as soon as possible after receiving an application.
- Each chair shall contact each applicant and invite them to at least one meeting of their board so they may understand the responsibilities of the board and the necessary time commitment. (Chairs should contact Town staff in the event of a language barrier.) The chairs shall also talk with the applicants about their interest in serving on the advisory board. Board chairs may meet personally with applicants if a meeting of their board is not anticipated within 30 days following receipt of the applicant's request for appointment. This would be in lieu of having the applicant attend a meeting of that board or commission. If applicants do not attend a meeting after two phone calls or emails, then the Chair shall notify the Town Clerk of that fact and said application will be removed from further consideration.
- The chair of each board shall submit a Recommendation Form/Application Review Form to the Town Clerk within one week of the applicant's attendance at a meeting. If a meeting is not planned, the chair shall provide a Recommendation Form/Application Review to the Town Clerk within one week of a conversation with the applicant.

- i. Copies of all applications and recommendation forms received shall be forwarded to the Mayor and Board of Aldermen.
- j. If there are no applicants for the Board in question, the Chair may contact applicants that have applied for other boards. Board chairs should contact the Town Clerk to obtain these applications.
- k. If a Recommendation Form has not been received from board chairs within three weeks after being forwarded from the Town Clerk, the Town Clerk shall contact the chair and request a status report.
- l. By March 1, the Mayor and Board of Aldermen shall endeavor to make appointments to boards and commissions to fill annual expired terms.
- m. The Mayor and Board of Aldermen shall endeavor to make appointments to unexpired terms with vacant seats within one month of the Town Clerk receiving application(s).
- n. Appointments to unexpired terms of 12 or fewer months will be simultaneously appointed to the following 3-year term.
- o. As a presumptive policy, the Board of Aldermen will not appoint a person to serve on multiple advisory boards or commissions at the same time. However, the Board retains the discretion to make exceptions to this policy. (Amended 4-10-18)

## **APPOINTMENTS TO AUTHORITIES**

The OWASA Board of Directors and Tourism Development Authority are considered “Authorities” under NC General Statutes. The Board of Aldermen will consider applications for those authorities and be responsible for making appointments. The Board may at times choose to interview applicants for the representative seats by any method that they choose. All appointments will be made in open session by the ballot procedures established in the policy.

### **Advisory Board Appointment Method**

The Town Clerk shall provide an information matrix, related to composition information as shown above, for the Board of Aldermen to consider when there are more applications than open seats available. The Board may also request further information from the Town Clerk as it desires.

Unless the Board agrees by majority vote or consensus to follow another procedure, the Board shall use the following procedure to appoint individuals to various subordinate boards and offices:

### **Voting Method**

- a. The Town Clerk will provide a ballot listing the names of all applicants presented in the agenda packet to each Board Member.
- b. Prior to voting, the Board shall open the floor for discussion of the applications.
- c. Each Board Member shall sign their name to the ballot and indicate their choice in candidate(s) by marking next to the candidate(s) name.
- d. Each Board Member will vote only for the number of candidates that there are vacant seats to fill.

- e. The Clerk shall collect the ballots and announce the candidate(s) receiving the highest number of votes and indicate the position that each candidate has been appointed to fill.
- f. The Town Clerk shall then read the record of votes for each candidate, indicating fully the voting record of each Board Member and then shall enter the record of votes into the meeting minutes.

### **Terms (Amended 12-4-18)**

- a. Members are appointed to staggering three-year terms on all advisory boards that expire annually in February. The Carrboro Tourism Development Authority members are appointed to one-year terms that expire annually in January.
- b. Members are limited to two full terms. After completing two full terms, a member must take off one year before applying for re-appointment to the advisory board. However, a board member may apply to serve on another advisory board if he/she desires. The Board of Aldermen may make exceptions to this rule under the following circumstances:
  - 1. To retain diversity on an advisory board;
  - 2. A lack of applicants.

### **Attendance**

- a. The chair or staff liaison of each board or commission shall notify the Town Clerk on an as needed basis if there are members that are presenting attendance problems.
- b. Unless the chair waives the requirement, members shall be removed if they are absent from three consecutive meetings or if they miss more than 30% of the meetings during a 12-month period. The Town Clerk shall notify the chair in writing as soon as a member becomes subject to removal under this section. The chair will have 10 days after receipt of such notice to waive the removal. If the chair fails to notify the Town Clerk in writing within ten days after receipt of such notice that the automatic removal requirement should be waived, the Town Clerk will send a removal notice to the member. This removal shall be effective on the date of such notice.

### **Resignations**

- a. Resignations must be submitted in writing via email to the chair, the staff liaison, or the Town Clerk. If the resignation is submitted to the chair or the staff liaison they should forward the resignation to the Town Clerk as soon as possible.