
II. COMMITTEES.

A. Council Task Forces Committees.

The ~~Mayor Council~~ may, from time to time, ~~appoint~~ **establish** committees or task forces made up of Council members, ~~to do a specific task in a limited time. The Council has no standing committees which may include other participants as well, for a specific task or project.~~ **In addition, the Mayor has historically established and appointed, on his or her own initiative, committees to provide to the Mayor recommendations and advice on Town matters.**

The Council Naming Committee is the only standing Council committee (see Section III.D.)

B. Citizen Task Forces.

The Council may, from time to time, appoint a Citizen Task Force to examine and make recommendations on a specific issue. Such Task Forces have specific purposes and are of limited duration. They may or may not include one or more Council Members or the Mayor. The Council may delegate the task of appointing members of a Task Force to the Mayor.

C. Committees to which Council Members are Appointed.

1. Triangle J Council of Governments.

- a. Purpose. General Statute provides for the Triangle J Council of Governments. The COG exists as an intergovernmental forum for discussion of regional issues of joint concern. The COG also acts as a regional planning agency.
- b. Number and Type of Members. The COG is composed of delegates from counties and municipalities in the COG region that pay annual dues.
- c. Length of Term. Delegates are appointed to serve two-year terms.
- d. Chapel Hill Appointment. The Town Council appoints one (1) delegate and one (1) alternate to the Triangle J COG.

2. Firefighters' Relief Fund.

- a. Purpose. General Statute requires a local Board of Trustees to be appointed to administer the fund. The Board has entire control of the funds including disbursement for specific purposes. It is responsible for maintaining a correct account of all monies received and disbursed, and it renders an itemized statement of same at the annual meeting of the North Carolina State Firefighters Association for publication in the Annual Report to the State Insurance Commissioner.
- b. Membership, Appointment, and Length of Term. The Board consists of five members: two (2) elected by and from the local Fire Department membership (two-year, staggered terms), two (2) appointed by and from Council membership (two-year, staggered terms), and one (1) representative appointed by the Commissioner of Insurance to serve a one-year term.

3. Joint Orange-Chatham Community Action, Inc. (JOCCA).

- a. Purpose. The Joint Orange-Chatham Community Action agency is a non-profit corporation established in 1965 in accordance with the Economic Opportunity Act of 1964. The Community Services Block Grant of 1981, however, transferred the authority for direct administration of community action to the states. In North Carolina, this responsibility rests with the North Carolina Department of Environment, Health and Natural Resources.

The mission of the Joint Orange-Chatham Community Action, Inc. is to identify and define the causes and extent of poverty in Orange and Chatham Counties and to coordinate with local governments and agencies in order to focus all available resources and community facilities on the elimination of the causes and the results of poverty.

- b. Number and Types of Members. The Board of Directors of JOCCA consists of 21 persons. Of these, six represent private agencies, seven are public representatives, and eight are representatives of the poor. The public representatives are designated by the Chatham County Board of Commissioners (3) and by the Orange County Board of Commissioners (4). The representatives of the poor are chosen by vote in JOCCA precincts in Chatham County (4) and in Orange County (4).

- c. Length of Term. Members of the Board of Directors serve five-year terms. An exception is made in the case of public representatives who may serve a shorter term as determined by the various units of local government.
- d. Chapel Hill Appointment. The public representative from the Town of Chapel Hill is designated by the Orange County Board of Commissioners after nomination by the Council. It is the policy of the Chapel Hill Town Council that the Council will nominate (or re-nominate) one of its members each two years on the occasion of the first meeting after the election of new members to the Council.

D. Council-Appointed Boards and Commissions.

The Council appoints various citizen boards and commissions: some act in an advisory capacity that the Council may be fully informed when creating ordinances, policies, and procedures for the Town; some act autonomously to relieve the Council of various administrative functions. Each of these boards is one of the following types:

- Appeals board;
- Standing advisory board;
- Semi-autonomous board or commission;
- Autonomous board or commission; or
- Task forces or ad hoc study groups.

(Existing Town boards and commissions are described on the following pages.)

1. Appeals Committee.

a. Personnel Appeals Committee.

- (1) Purpose. The Committee, created by ordinance, conducts grievance and appeal hearings for Town employees and renders advisory opinions to the Manager. It develops and maintains adequate records of all its proceedings, findings, and recommendations. Finally, the Committee informs the employee(s) and the Manager in writing of its findings and recommendations in all cases referred to it.

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- (2) Number and Type of Members. The Committee consists of seven (7) citizens of the Town, appointed by the Council. No employee or officer of the Town shall be eligible to serve on the Committee.
 - (3) Length of Term. Members serve three-year terms and shall not be eligible for more than two consecutive three-year terms.
 - (4) Appointment. The Council appoints the Committee members.

2. Standing Advisory Boards and Commissions.

a. Bicycle and Pedestrian Advisory Board.

- (1) Purpose. The Bicycle and Pedestrian Advisory Board was created by ordinance with the following powers and duties:
 - Advise the Council regarding the creation, development, and revision of a phased Walks and Bikeways Master Plan.
 - Set priorities for new facilities or enhancement of existing routes in the Walks and Bikeways Master Plan.
 - Identify and prioritize critical gaps in facilities; advise which critical gaps require Town action.
 - Review project designs related to proposed bicycle and pedestrian improvements, including review of new proposals for subdivision or development of land or improvements to existing subdivisions and developments, and recommend qualitative enhancements, following criteria established by the Commission.
 - Recommend walks and bikeways priorities for local, State, and federal, projects.
 - Assist in identifying alternative funding sources for walks and bikeways projects.
 - Review Town ordinances with respect to pedestrian and bicycle requirements and recommend enhancements or changes.

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- Review State and regional policies pertaining to pedestrian and bicycle facilities and recommend changes that fit local community needs.
 - Report annually to the Council regarding walks and bikeways system needs and priorities for consideration during capital improvements program and budget deliberations.
 - Promote walking and biking as alternate modes of transportation, with emphasis on educating school age children on safe, effective bicycling and walking.
 - Advocate services for bike-commuters, such as showers, changing areas and secure bicycle parking facilities.
 - Work with regional organizations to coordinate regional bikeway linkages.
 - Work with other Town advisory boards to coordinate walks and bikeways planning.
- (2) Number and Type of Members. The Bicycle and Pedestrian Advisory Board is composed of ten (10) members appointed by the Council, of which ~~two (2)~~ **one (1) is a representative from the Town of Carrboro, and one (1) is a representative from Orange County, and one (1) is a representative outside the town limits of Chapel Hill from either Durham City/County or Chatham County.** The University appoints one (1) representative from their bicycle management.
- (3) Length of Term. Members serve staggered, three-year terms, and shall not be eligible for more than two consecutive three-year terms.
- (4) Appointment. The Council appoints the Chapel Hill, Carrboro and Orange County representatives to the Bicycle and Pedestrian Advisory Board. The University appoints one (1) representative from their bicycle management.

Enabling Legislation: Consult the Code of Ordinances, Chapter 2, Article XII (2-170 and following).

Established by Ordinance (99-2-8/O-6), as amended by enactment of Ordinance (2004-09-07/O-3).

b. Chapel Hill Public Arts Commission.

(1) Purpose. The Chapel Hill Public Arts Commission was created ~~through~~ by resolution and based on the following principles:

- The Endowment shall be funded primarily from gifts and grants.
- The interest earnings and a limited amount of the principal of the Endowment shall be used to enhance Town buildings, and areas such as public parks and plazas, through the display and occasional purchase of works of art by local artists.
- The Commission shall be responsible for making recommendations to the Council on using Endowment funds and other monies from private gifts and any other fundraising activities for displays and occasional purchases, fundraising and handling operational matters such as scheduling, publicity and other matters associated with the public display of works of art.
- **The Council, by adoption of a resolution, has directed the Town Manager and the Chapel Hill Public Arts Commission to take the required steps to establish the Commission as a non-profit corporation, to negotiate a performance agreement for the Council's consideration that would allow the Commission to meet its obligations, carry out a work program approved by the Council, and comply both with Internal Revenue Service requirements and governmental accounting standards.**

Once these steps are completed and the Chapel Hill Public Arts Commission's status has been amended, information about the Commission will be relocated to Section D.4., Autonomous Boards and Commissions.

- (2) Number and Type of Members. The resolution specifies that the Council will appoint up to eighteen individuals with special knowledge, interest or expertise in the arts.
- (3) Length of Term. Members serve staggered, three-year terms and shall not be eligible for more than two consecutive three-year terms.
- (4) Appointment. The Council appoints the members of the Commission.

Established by Resolution (98-11-9/R-6), as amended by Resolution (2004-06-30/R-21.1).

c. Community Design Commission.

- (1) Purpose. The Community Design Commission was created through ordinance to function generally as follows:
 - To initiate, promote and assist in the implementation of programs of general community beautification in Chapel Hill and its environs;
 - To seek to coordinate the activities of individuals, agencies, organizations and groups, public and private, whose plans, activities and programs bear upon the appearance of Chapel Hill and its environs;
 - To provide leadership and guidance in matters of design and appearance to individuals, organizations and groups, public and private;
 - To make studies of the visual assets and liabilities of the community, including surveys and inventories of an appropriate nature, and to suggest standards and policies of design for the entire community, or any individual project to be undertaken therein;
 - To prepare both general and specific plans for the improved appearance of the Town of Chapel Hill and its environs; and

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- To participate in the implementation of the foregoing plans in ways deemed appropriate by the Council.
- (2) Number and Type of Members. The Community Design Commission is composed of ten (10) members appointed by the Council and one representative appointed by the Planning Board, Parks and Recreation Commission, Transportation Board, Greenways Commission, and Historic District Commission, each with full voting privileges. The ordinance specifies that all members of the Commission shall reside within the corporate limits of Chapel Hill, and a majority of the members shall have demonstrated special training or experience in a design field, such as architecture, landscape design, horticulture, city planning, or a closely related field.
- (3) Length of Term. Members serve staggered, three-year terms and shall not be eligible for more than two consecutive three-year terms.
- (4) Appointment. The Council appoints the members of the Commission.

Enabling Legislation: Consult the Land Use Management Ordinance, Article 8, Section 8.5 and following.

d. Greenways Commission.

- (1) Purpose. The general functions of the Greenways Commission are as follows:
- To develop and propose for Council consideration a master Greenways Plan, and identify potential property and easements to accomplish the Greenways Plan.
 - To advise Council on the status of needs of the greenway system, recommend property to be acquired, and recommend and promote alternative funding sources for acquisition and maintenance of greenways.
 - To work with neighborhoods, community groups and regional organizations to promote greenways development and maintenance.

- To review proposals for development of land in the greenway corridors and make recommendations to the Council and Planning Board regarding provision or dedication of property or easements to accomplish the Greenways Plan.
- (2) Number and Type of Members. The Greenways Commission is composed of seven members. All of the Commissioners are appointed at large and shall reside within the corporate limits of the Town.
- (3) Length of Term. Members shall serve staggered three-year terms, and shall not be eligible for more than two consecutive three-year terms.
- (4) Appointment. The Council appoints the Commissioners.

Enabling Legislation: Consult the Code of Ordinances, Chapter 2, Article X (2-150 and following).

e. Housing and Community Development Advisory Board.

- (1) Purpose. The Housing and Community Development Advisory Board is charged by ordinance with the following powers and duties:
 - Approve public housing procedures, in accord with HUD regulations and within the budgetary and service levels authorized by the Council, regarding terms of lease, occupancy, late rent fees, pet policy, resident transfers, and other applicable regulations.
 - Assess and update the public housing needs of the community and alert the Council to changes in these needs.
 - Serve as liaison with the public housing residents' organizations. Provide time at each meeting for a report from the residents' organizations and remarks by any residents. Hold an annual meeting with residents to hear needs, concerns, complaints, **and** ideas.

- Recommend a tenant grievance policy, in accord with HUD regulations, for the Council's consideration and adoption. Serve as grievance panel for those tenant grievances not settled at the staff level.
 - Advise the Council with respect to public housing funding needs at the beginning of the budget cycle and make recommendations to the Council regarding the recommended budget and fiscal policies.
 - Work with other human service organizations in the community and coordinate services to residents of public housing and help assure that residents are provided with social services to which they are entitled.
 - Advise the Council regarding housing initiatives, programs, and services.
- (2) Number and Type of Members. The ordinance specifies that nine members shall "be representative of the entire community." Three (3) members shall be current residents of public housing in Chapel Hill or Carrboro. One (1) member shall be a citizen of the Town of Carrboro.

If a seat designated for a resident of public housing remains vacant after one year of recruitment efforts, the seat shall be filled by an at-large Chapel Hill applicant. If this occurs, any future at-large vacancy shall be filled by a resident of public housing, providing there is an application from a public housing resident on file with the Town Clerk and the Council votes to make the appointment, until such time as three seats on the Board are held by public housing residents.

- (3) Length of Term. Members shall serve staggered three-year terms, and shall not be eligible for more than two consecutive three-year terms.
- (4) Appointment. The Council appoints members of this Board.

Enabling Legislation: Consult the Code of Ordinances, Chapter 2, Article XI (2-160 and following).

Amended by Ordinance (2004-06-30/O-10).

f. Human Services Advisory Board.

- (1) Purpose. The Human Services Advisory Board was created through ordinance to alert the Council to changes in human service needs in Chapel Hill, to assure that Chapel Hill citizens receive services to which they are entitled, coordinate delivery of human services with other agencies, advise the Council of human service funding needs, and other responsibilities as may be established by the Council.
- (2) Number and Type of Members. The ordinance specifies that seven members shall "be representative of the entire Chapel Hill community, its needs, aspirations, and values. The Board shall not be an advocacy group to lobby for or represent special interests. Members of the Human Services Advisory Board may serve as a board member or as paid or non-paid staff of a human service agency only if that agency does not apply for or receive funding from the Town."
- (3) Length of Term. Members serve staggered, three-year terms, and shall not be eligible for more than two consecutive three-year terms.
- (4) Appointments. The Council appoints members of this Board.

Enabling Legislation: Consult the Code of Ordinances, Chapter 2, Article VII (2-120 and following).

g. Library Board of Trustees.

- (1) Purpose. The Library Board of Trustees is responsible for ~~formulating~~ **recommending** long-term plans, policies, and programs of library service throughout the community. It advises the Mayor and Council on library matters, develops plans for library facilities, and ~~approves~~ **recommends** operating policies of the library. The Trustees are also responsible for the

~~supervision~~ **monitoring** of non-budgeted gifts and donations received by the library.

- (2) Number and Type of Members. There are seven trustees appointed by the Council and one appointed by the County, for a total of eight members.
- (3) Length of Term. Members serve staggered, four-year terms, and shall not be eligible for more than two consecutive four-year terms.
- (4) Appointment. The Council appoints the seven Town Trustees.

Enabling Legislation: Consult the Code of Ordinances, Chapter 2, Article IX (2-140 and following).

h. Parks and Recreation Commission.

- (1) Purpose. The basic function of the Commission is to promote recreation for the citizens of Chapel Hill. The Commission serves as the recreation policy advisory body for the Department of Parks and Recreation and the Town. It consults with and advises the Council on matters affecting the overall recreational policies of the Town, the acquisition and use of lands and properties related to the total community recreation program, and its long-range projected programs for recreation, parks, and playgrounds.
- (2) Number and Type of Members. There are ten Commissioners appointed by the Council. All of the Town appointed Commissioners are appointed at large and shall be residents of the Town and one additional member appointed by the County, for a total of eleven (11) members.
- (3) Length of Term. Members serve staggered, three-year terms and shall not be eligible for more than two consecutive three-year terms.
- (3) Appointment. The Council appoints the Commissioners.

Enabling Legislation: Consult the Code of Ordinances, Chapter 12, Article II (12-17 and following).

i. **Stormwater Management Utility Advisory Board.**

- (1) **Purpose.** The Stormwater Management Utility Advisory Board was established in Chapter 23, Article 1, Sec. 23 of the Code, and is charged with the following responsibilities:
- Provide recommendations regarding the identification and implementation of new stormwater management program activities.
 - Review and provide recommendations on the Stormwater Management Program Master Plan.
 - Provide recommendations concerning gaps or inconsistencies in Town stormwater management services, facilities, programs, policies, and regulations and recommend improvement alternatives.
 - Provide recommendations for priorities and scheduling of watershed master planning and development of drainage basin plans.
 - Assist Town staff in working with stakeholder groups to implement program objectives and activities.
 - Assist Town staff with public education and outreach activities that promote the Town's Stormwater Management Program.
 - Assist Town staff in meeting the mission and achieving the identified goals and objectives of the Town's Stormwater Management Program.
 - Provide recommendations for internal program evaluation and reporting mechanisms, and assist Town staff in periodically reporting to the Town Council on program effectiveness.
- (2) **Number of Types of Members.** The ordinance specifies that the Stormwater Management Utility Advisory Board shall consist of nine (9) members appointed by the Town Council.

All appointees shall reside within the corporate limits of the Town of Chapel Hill during their terms of service. Board representation shall include three members who are single-family residential property owners, five members who are owners or employees of companies owning property used for multi-family, business, commercial, or non-profit purposes, and one member employed by the University of North Carolina at Chapel Hill.

- (4) **Length of Terms.** Members serve staggered, three-year terms, and shall not be eligible for more than two consecutive three-year terms.
- (5) **Appointment.** The Council appoints members of the Board.

Enabling Legislation: Consult the Code of Ordinances, Chapter 23, Article I (23-2 and following).

Established by Ordinance (2004-06-14/O-9).

i. j. Technology Committee.

- (1) **Purpose.** The Technology Committee was created to develop short and long range plans for addressing communication and technology needs, review and advise the Council and staff on technical-related proposals, including related purchases and address the following non-restrictive list of subjects:

Computer networks
Computer applications such as e-mail, financial data processing, record keeping imaging, library use
Use of the world-wide web
Telephone systems
Mobile radio
Satellite dishes
Telecommunications towers.

- (2) **Number and Type of Members.** The Technology Committee is composed of no more than fifteen (15) members with demonstrated expertise in technology and related fields. Up to 40 percent (not more than six) of the membership may come from persons outside of Chapel Hill.

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- (3) Length of Term. Members serve staggered, three-year terms, and shall not be eligible for more than two consecutive three-year terms.
- (4) Appointment. The Council appoints the Technology Committee.

Established by Resolution (98-3-23/R-15) and amended by adoption of Resolution (99-9-13/R-10).

j. k. Transportation Board.

- (1) Purpose. The Transportation Board is charged by ordinance with the following duties and powers:
- Advise the Council, Town Manager and staff concerning transportation matters.
 - Advise the Council, Town Manager and staff concerning the policies and operations of the public transit system for the Town, including review of the Transportation Department budget and making comments and recommendations to the Manager and to the Council with respect thereto, and approving route changes, headways and schedule changes as recommended by the Town Manager or Transportation Director within the budgetary and service levels authorized by the Council.
 - Advise the Council, Planning Board, Town Manager and staff concerning the traffic impact and traffic plans for significant development and redevelopment, e.g., special use, large subdivision rezoning requests.
 - Advise the Council and Town Manager, and coordinate with the Planning Board, on transportation planning for the community, including preparation and revision of the Thoroughfare Plan and implementation of the Plan through Transportation Improvement Plan requests to the State.
 - Advise the Council and Town Manager regarding plans and policies for bicycling and bikeway facilities, and regarding pedestrian access and safety.

-- Advise the Council and Town Manager regarding the planning, development and operation of on-street and off-street parking and parking facilities under the Town's control; and regarding ordinances and other policies for taxi and other franchise carrier operations within and around the Town.

- (2) Number and Type of Members. The Transportation Board consists of nine members. All must be residents of the Town.
- (3) Length of Term. Members serve staggered, three-year terms, and shall not be eligible for more than two consecutive three-year terms.
- (4) Appointment. The Council appoints the Transportation Board.

Enabling Legislation: Consult the Code of Ordinances, Chapter 2, Article VIII (2-130 and following).

- 3. Semi-Autonomous Boards and Commissions. These are boards and commissions which have been granted the power to act independently of the Town Council in most instances but on occasion serve in an advisory capacity to the Council.

- a. Board of Adjustment.

- (1) Purpose. The Board of Adjustment, through the process of appeal and review, may determine that ~~special exceptions~~ **variances** to the zoning regulations of the Town be permitted.

It may also reverse any order, requirement, decision, or determination of the administrative official charged with enforcement of the ~~Development Ordinance~~ **Land Use Management Ordinance**. **It may serve as an appeals board for other matters assigned to it under the Town Code of Ordinances.**

- (2) Number and Type of Members. The Board consists of ten members. Eight (8) members, appointed by the Council, shall reside within the corporate limits of Chapel Hill. One (1) member, appointed by the Orange County Board of

Commissioners, shall reside within the Town's extraterritorial planning jurisdiction. One (1) member, appointed by the Orange County Board of Commissioners, shall reside within the Town's Joint Planning Transition Area. The Town appoints two (2) alternate members and the County appoints one (1) alternate member.

- (3) Length of Term. Members serve staggered, three-year terms and shall not be eligible for more than two consecutive three-year terms.
- (4) Appointment. The Council appoints the Chapel Hill representatives to the Board.

Enabling Legislation: Consult the Land Use Management Ordinance, Article 8, Section 8.3 and following).

b. Historic District Commission.

- (1) Purpose. General responsibilities of the Commission are to guide physical change within the historic districts of Chapel Hill in such a way as to promote, enhance, and preserve the character of the districts. See Article 2, ~~Section 2.4.6 of the Chapel Hill Development Ordinance 8, Sec. 8.4 of the Land Use Management Ordinance~~ for specific responsibilities and powers.
- (2) Number and Type of Members. The Commission consists of ten members. Ordinance requires that a majority of the members shall "have demonstrated special interest, experience, or education in history or architecture." All members shall reside within the corporate limits of Chapel Hill.
- (3) Length of Term. Members serve staggered, three-year terms and shall not be eligible for more than two consecutive three-year terms.
- (4) Appointment. The Council appoints the Commissioners.

Enabling Legislation: Consult the Land Use Management Ordinance, Article 8, Section 8.4 and following).

c. Planning Board.

- (1) Purpose. The general functions of the Planning Board are as follows:
- To acquire and maintain in current form such basic information and materials on the physical growth and development of the Town and its environs as are necessary for an understanding of past trends, present conditions, and forces at work to cause changes in these conditions;
 - To prepare and, from time to time, ~~amend and revise~~ **recommend revisions** to the Comprehensive Plan for physical development of the Town;
 - To ~~establish~~ **develop and recommend** principles and policies for guiding action in the development of the Town;
 - To prepare and recommend to the Council ordinances promoting orderly development along the lines indicated in the Comprehensive Plan;
 - To determine whether specific proposed developments conform to the principles and requirements of the Comprehensive Plan for the growth and development of the Town; and
 - To keep the Council and the public informed and advised as to these matters.
- (2) Number and Type of Members. The Planning Board is composed of ten (10) members. Seven members, appointed by the Council, shall reside within the corporate limits of Chapel Hill. Two members, appointed by the Orange County Board of Commissioners, shall reside within the Town's extraterritorial planning jurisdiction. One member, appointed by the Orange County Board of Commissioners, shall reside within the Town's Joint Planning Transition Area.
- (3) Length of Term. Members serve staggered, three-year terms and shall not be eligible for more than two consecutive three-year terms.

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- (4) Appointment. The Council appoints the Chapel Hill representatives.

Enabling Legislation: Consult the Land Use Management Ordinance, Article 8, Section 8.2 and following).

4. Autonomous Boards and Commissions. The **Downtown Economic Development Corporation and the Orange Water and Sewer Authority** is are the only autonomous boards or commissions.

a. **Downtown Economic Development Corporation.**

- (1) **Purpose**. The non-profit Downtown Economic Development Corporation was created to bring the resources of the Town, the University, and downtown community together to maintain, enhance, and promote downtown as the social, cultural, and spiritual center of Chapel Hill through economic development.

- (2) **Number and Types of Members**. The Downtown economic Development Corporation Board of Directors is composed of seven members: four appointed by the Town Council, two appointed by the University, and one appointed by those six members.

At least one of the Town's appointees must be an owner of downtown property, and at least one must be an owner of a business located in the downtown.

Length of Term. Initially, the Town will appoint two persons to two-year terms and two persons to three-year terms; the University will appoint one person to a two-year term and one person to a three-year term. Thereafter, the six members of the Board of Directors appointed by the Town and University will serve staggered, two-year terms. The seventh member will serve a one-year term.

Members appointed by the Town shall be eligible to serve no more than two consecutive terms.

Appointment. The Council appoints the Town's representatives.

a. b. Orange Water and Sewer Authority.

- (1) Purpose. OWASA is granted authority by the General Statutes and was created by joint resolutions of Orange County and the Towns of Chapel Hill and Carrboro. It exists to the end that Orange County may be in the most efficient and economical manner protected for its future growth in connection with necessary water and sewer facilities.
- (2) Number and Type of Members. The OWASA Board of Directors is composed of nine members: five appointed by the Council of Chapel Hill (must be residents of the Town of Chapel Hill); two appointed by the Board of Aldermen of Carrboro; and two appointed by the Orange County Commissioners.
- (3) Length of Term. Directors serve three-year terms.
- (4) Appointment. The Chapel Hill members are appointed by the Council.

5. Task Forces.

Task Forces are established for a limited amount of time as needed to study and report on specific issues of importance to the Council.

6. General Procedures.

- a. Annual Report. Advisory boards and commissions shall report to the Council annually at the time most appropriate for the board.
- b. Orientation to Boards. The Town Manager or his/her designee is responsible for giving boards and commissions information on Town policies and procedures, including the purposes, powers and duties of each board, procedures for reporting to Council, attendance requirements and the boards' role in the appointment process.
- c. Reimbursement of Expenses. The following guidelines set forth Town policy regarding advances and reimbursement of expenses incurred by members of boards or commissions (excluding OWASA, an autonomous board).

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- (1) Out-of-Town Travel and Expenses to Relevant Conferences, Training Sessions and Meetings. The Town will pay costs for registration, lodging, transportation and meal expenses in accord with the Town's travel policy and as approved with the adopted budget.
 - (2) Reimbursement Procedures. If an advance for out-of-town travel is obtained, proof of expenses incurred (receipts) must be submitted to the Finance Department, through the department providing support to the board or commission after the trip. Any unspent money must be returned. If a reimbursement is requested, receipts must be attached to the appropriate travel expense forms.

Requests for reimbursement will usually be honored within two weeks of official documentation of expenses.

E. Council Liaison to Boards and Commissions.

A Council member is frequently designated as a liaison to a particular board or commission. The main function of the liaison is communication. The liaison may apprise the board or commission of general Council purposes and may convey ideas and concerns from the board or commission to the Council.

Council liaisons are not voting members of any board or commission, inasmuch as such members might be faced with voting on an issue as a recommendation of the board or commission, and then considering the report or recommendation of the board or commission in such member's capacity as a member of the Council.

Council liaisons may attend regular or special meetings of the advisory board or commission, but their regular attendance is not required.

The Council has instructed Council liaisons to report activities of their particular boards or commissions to the Council in the way the liaisons deem appropriate, once a year.

F. Nomination and Appointment Procedures.

1. Nomination and Appointment Process. (Resolution 85-R-29; amended by Resolution 89-1-23/R-9.)

In January of each year, the Town Clerk shall notify the Council and all Chairs of boards and commissions of those members of boards and commissions whose terms expire June 30. The Town Clerk shall advertise vacancies from ~~January~~ **February** through ~~March~~ **April** in a newspaper or **newspapers** of general circulation within the community and such other means as may be deemed effective, including, but not limited to, mailings to community organizations, public service announcements, and letters of invitation to citizens who have expressed interest throughout the year.

Beginning in March, the Town Clerk shall distribute to the respective boards and commissions the applications that have been received to date from eligible citizens wishing to serve. The Town Clerk will not forward applications to boards and commissions if the applicant's eligibility has not been determined. Upon verification of an applicant's eligibility the Town Clerk shall forward the application to the board or commission for consideration.

The Council requests that the boards and commissions review all applications and recommend candidates to the Council for each vacancy, unless the board or commission declines to do so. The board or commission's recommendation shall be submitted in writing to the Town Clerk no later than April 25. If a board or commission elects not to recommend applicants, it is requested that the board or commission notify the Town Clerk of this decision in writing by April 25. Notwithstanding recommendations from boards and commissions, the Town Clerk shall forward the names and applications of all eligible persons interested in appointment for the vacancy on a board or commission and the board or commission recommendations to the Council for its consideration. The Council may choose to not consider appointments without a recommendation from the board or commission.

Applications received after the Monday prior to the Council's regular business meeting at which nominations or appointments are scheduled shall be held until another vacancy occurs, thus allowing the Town Clerk to verify the applicant's eligibility and the board or commission to make a recommendation.

Mid-term vacancies shall be filled from applications on file without special advertising efforts unless requested by the Council. The board or commission shall submit a recommendation for these appointments to

the Town Clerk no later than the Monday prior to the Council's regular business meeting at which appointments for the vacancy are scheduled, unless the board or commission declines to do so **and notifies the Town Clerk in writing by the Monday prior to the Council's regular business meeting at which the vacancies are scheduled to be filled. The Council may choose to not consider appointments without a recommendation from the board or commission.** Additional applications received after this time will not be considered until the next vacancy occurs.

All applicants for the board or commission shall be nominated by a resolution on the Consent Agenda. At the next regular meeting following nominations, the Council may make additional nominations and make appointments, provided that the applications of the nominees and recommendation of the board or commission have been distributed to the Council in the agenda packet for the meeting at which the appointments are scheduled. If possible, Council members are to mark and sign their ballots prior to the meeting, and forward them to the Town Clerk at any time prior to the start of the meeting. The Town Clerk will ~~announce~~ **provide** the results of the balloting at the appropriate time during the Council's meeting. If vacancies remain (applicants did not receive 5 or more votes), the Council may immediately hold further rounds of balloting to fill the vacancies, or may postpone filling these vacancies until the next regular meeting.

Beginning with the first regular meeting in May, and through the second regular meeting in June (four consecutive regular meetings of the Council), the Council may consider appointments to three or more boards and commissions per meeting.

2. Term Expirations.

All board and commission terms shall expire on June 30. However, members of boards and commissions may serve until their successors have been appointed.

3. Consecutive Terms.

No one shall serve on an advisory board or commission for more than two consecutive full terms. Following a one-year absence, an individual is eligible to serve again on the same board or commission. The Council may reappoint an individual to a board or commission for an additional

one-year term following two consecutive terms, by resolution for the purpose of completing ongoing projects.

4. Oath of Office.

All members of standing boards or commissions must be sworn in by the Town Clerk or her designee **and sign an Oath of Office** prior to voting on matters before the board.

5. Ethics Guidelines.

All advisory board and commission members and applicants shall agree to comply with the following ethics guidelines adopted by the Council on March 1, 1999:

Ethics Guidelines for Town Advisory Boards and Commissions

Members of advisory boards and commissions shall not discuss, advocate, or vote on any matter in which they have a conflict of interest or an interest which reasonably might appear to be in conflict with the concept of fairness in dealing with public business. A conflict of interest or a potential conflict occurs if a member has a separate, private, or monetary interest, either direct or indirect, in any issue or transaction under consideration. Any member who violates this provision may be subject to removal from the board or commission.

If the advisory board or commission member believes he/she has a conflict of interest then that member should ask the advisory board or commission to be recused from voting. The advisory board or commission should then vote on the question on whether or not to excuse the member making the request. In cases where the individual member or the advisory board or commission establishes a conflict of interest, then the advisory board or commission member shall remove themselves from the voting area.

Any advisory board or commission member may seek the counsel of the Town Attorney on questions regarding the interpretation of these ethics guidelines or other conflict of interest matters. The interpretation may include a recommendation on whether or not the advisory board or commission member should excuse himself/herself from voting. The advisory board or commission member may request the Town Attorney respond in writing.

6. Resignations.

Resignations shall be submitted in writing to the chair of the board or commission, who shall forward the original written resignation to the Town Clerk for Council notification.

7. Residence of Appointees.

- a. The Council's appointees to the following boards and commissions shall reside within the Town limits of Chapel Hill:

Bicycle and Pedestrian Advisory Board^a
 Board of Adjustment^b
 Chapel Hill Public Arts Commission
 Community Design Commission
 Greenways Commission
 Historic District Commission
 Housing and Community Development Advisory Board^c
 Human Services Advisory Board
 Library Board of Trustees^b
 Orange Water and Sewer Authority^d
 Parks and Recreation Commission^b
 Personnel Appeals Committee
 Planning Board^b
Stormwater Management Utility Advisory Board
 Technology Committee^e
 Transportation Board

^a Note **that** the Town Council appoints ~~two~~ (2) **one** (1) representatives from the Town of Carrboro, **one** (1) **representative outside the town limits of Chapel Hill from either Durham City/County or Chatham County**, and one (1) representative from Orange County to this board. The University appoints one (1) representative of its bicycle management **staff**.

^b Note that the Orange County Commissioners also make appointments to these boards.

^c See exception for Carrboro residents on page 27 30.

^d Note that the Orange County Commissioners and the Town of Carrboro also make appointments to this board.

^e Note that up to 40 percent (not more than six) may come from persons **residing** outside of Chapel Hill.

b. Ad hoc committees and task forces:

Appointees to ad hoc committees and task forces including but not limited to those listed below will generally be Town residents, but may include residents of ~~surrounding areas~~ **adjoining jurisdictions**.

In considering appointments to any board, committee or task force where the membership is not otherwise restricted by law or ordinance, the Council may appoint non-residents, not to exceed 40% of membership, to an ad hoc committee or task force by following the Council's normal procedure for voting on appointments.

8. Dual Membership.

An incumbent on a standing board, as listed in F.1.g.(1), Residence of Appointees, shall not be considered for appointment to another standing board unless he or she resigns before filing an application, or is in the last six months of a term. Members of a standing board are eligible for appointment to an ad hoc committee or task force concurrent with their service on a standing board. Individuals may serve on multiple ad hoc committees or task forces concurrently.

9. Application File.

The Town Clerk shall keep applications on file through two spring appointment cycles. Applicants are encouraged to indicate on their applications if they wish to have their applications on file for a shorter period.

10. Applicants' Preference for Boards.

Applicants are strongly encouraged to apply for one board, but may apply for more than one if their preferences are ranked.

11. Full Term for Appointments to Vacancies Due to Resignations.

When a vacancy occurs before the scheduled end of a term, the person appointed to such vacancy shall serve a three-year term (four years for a seat on the Library Board of Trustees) plus any additional months necessary to have such term expire on June 30 if the vacancy occurs after January 1 but prior to June 30. For vacancies occurring before January 1 but after June 30, the three-year term shall continue from the previous July 1.

12. Leave of Absence.

Leaves of absence from boards shall be approved by the Council and shall not exceed five months. No interim appointments will be made.

13. Information on Composition of Membership.

At the meeting when board recommendations and applications are submitted to the Council, the Town Clerk shall give the Council a report on the race and gender composition of each board and commission. In addition, the application for membership on Town boards and commissions shall include a request for the applicant's occupation and avocation. The application form shall also include a statement encouraging interested applicants to visit a meeting of the board or commission they are interested in serving on.

14. Final Action.

Appointment: The Council shall consider and make appointments in an open meeting.

15. Voting.

The practice of the Council has been to vote by ballot when making appointments to boards and commissions. North Carolina Statute states the following regarding ballot voting: "If a public body decides to vote by written ballot, each member of the body so voting shall sign his or her ballot; and the minutes of the public body shall show the vote of each member voting. The ballots shall be available for public inspection in the Office of the Town Clerk or secretary to the public body immediately following the meeting at which the vote took place and

until the minutes of that meeting are approved, at which time the ballots may be destroyed."

G. ~~Enabling Legislation.~~

~~(Please consult the Code of Ordinances for the following.)~~

- ~~1. Bicycle and Pedestrian Advisory Board. (See Chapter 2, Article XII (2-170 and following).)~~
- ~~2. Greenways Commission. (See Chapter 2, Article X (2-150 and following).)~~
- ~~3. Housing and Community Development Advisory Board. (See Chapter 2, Article XI (2-160 and following).)~~
- ~~4. Human Services Advisory Board. (See Chapter 2, Article VII (2-120 and following).)~~
- ~~5. Library Board of Trustees. (See Chapter 2, Article IX (2-140 and following).)~~
- ~~6. Parks and Recreation Commission. (See Chapter 12, Article II (12-17 and following).)~~
- ~~7. Personnel Appeals Committee. (See Chapter 14, Article XIII (14-118 and following).)~~
- ~~8. Transportation Board. (See Chapter 2, Article VIII (2-130 and following).)~~

~~(Please consult the current Development Ordinance for the following.)~~

- ~~9. Community Design Commission. (See Article 25, Section 25.5 and following.)~~
- ~~10. Historic District Commission. (See Article 25, Section 25.4 and following.)~~
- ~~11. Planning Board. (See Article 25, Section 25.2 and following.)~~
- ~~12. Zoning Board of Adjustment. (See Article 25, Section 25.3 and following.)~~