

# BOARD/COMMITTEE APPOINTMENTS BY THE GREENE COUNTY BOARD OF COMMISSIONERS

## PURPOSE

To create a procedure by which the Greene County Board of Commissioners appoints citizens who wish to serve their community.

## POLICY

1. All Boards shall have an appropriate mix of race, gender, and geographical location when applicable and possible.
2. Board vacancies shall be advertised quarterly in the local newspaper.
3. Citizens interested in serving on a board/committee shall complete a written application form (available from Clerk to the Board) before being considered for nomination. A copy of forms for a specific appointment shall be sent to Commissioners at least two weeks before the meeting at which the specific board/committee appointment will be discussed.
4. Commissioners will be notified in writing of all potential vacancies that the Commissioners appoint on all Boards or committees at least two regular Commissioner meetings before regular terms expire. The Board shall make every effort to make appointments during the month for which they are due. In the event of an expired term, members shall continue to serve until a new member is appointed.  
  
Unexpired Terms. The Board intends to make appointments to fill unexpired terms, created by resignation, removal, or other causes, as expeditiously as possible.
5. The Greene County Board of Commissioners shall make all appointments by giving due consideration to the needs of Greene County in conjunction with available applications for appointment.
6. New board appointees shall be oriented by the Agency Director or Chairperson of the Committee.
7. All appointees will be required to sign the attendance requirement statement at the bottom of the "Application for Appointment to Greene County Advisory Boards and Commissions."
8. The Greene County Board of Commissioners requests that each Board to which they make appointments adopt a 75% per year attendance policy applicable to all appointees and enforce such policy through written notification to the Board of Commissioners. When the Board of Commissioners has been notified that appointees failed to maintain the required 75% year attendance the appointee will be replaced. The appointee will be notified by letter from the Chairman, with a copy of the Board Appointment Policy attached, that they have been replaced due to their failure to attend required percentage of meetings.
9. The Greene County Board of Commissioners requests that all Boards to which they make appointments adopt a timely communication procedure and schedule, and provide copies of the minutes so that the Commissioners may be informed at all times concerning county business.
10. In order to allow more individuals an opportunity to serve on Greene County Boards, the County Commissioners establish a limit on the time an individual can serve. Unless specified different by NC General Statutes, the term limit in Greene County shall be two full terms. Filling an unexpired term does not count toward the term limits. An individual that is not reappointed due to term limits may be reappointed to the same Board after a break of six months.

Attachment: Application for Appointment to Greene County Advisory Boards and Commissions

APPLICATION FOR APPOINTMENT  
to  
GREENE COUNTY ADVISORY BOARDS AND COMMISSIONS

The Greene County Board of Commissioners believes that all citizens should have the opportunity to participate in governmental decisions. One way of participating is by serving as a citizen member of one of the County's advisory boards. If you want to be considered for appointment to an advisory board, please complete the Application below and mail it to the Greene County Clerk to the Board, 229 Kingold Blvd., Suite D, Snow Hill, NC 28580, or fax to 252-747-3884.

*Advisory Board/Committee/Commission interested in:*

---

(I understand that this application will be kept on the active file for two years only, and I hereby authorize Greene County to verify all information included in this application.)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: (Home): \_\_\_\_\_ (Work): \_\_\_\_\_

Email: \_\_\_\_\_

Occupation: \_\_\_\_\_

Business Address: \_\_\_\_\_

Current volunteer activities / other Board & Commissions: \_\_\_\_\_

---

Why do you want to serve on this Board? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CERTIFICATION**

*I certify that I understand the 75% attendance requirement established in the Greene County Board Appointment Policy. I further certify, that I am aware, if my attendance drops below the 75% attendance requirements that I will be automatically removed from said Board appointment.*

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*