

**WARREN COUNTY'S POLICY FOR**  
**BOARD & COMMITTEE APPOINTMENTS**  
**AND/OR REAPPOINTMENTS AND BOARD AND COMMITTEE ACTIVITIES**

Unless forbidden by statute or case law, this Policy will govern the appointment and/or reappointment of members to serve on the various boards and commissions appointed by the Warren County Board of Commissioners and the activities of such boards and commissions:

1. Unless otherwise required by statute or case law, the provisions of this Policy will take precedence over all other policies, procedures and/or legal documents (including the various boards' and commissions' approved Bylaws) in determining the manner in which the Board of Commissioners may make appointments and/or reappointments of individuals to serve on the various boards and commissions in Warren County.
2. All board and commission vacancies that are to be filled by the Board of Commissioners will be advertised quarterly by the Clerk to the Board in both local newspapers having general circulation in Warren County, and; such advertisement shall instruct interested citizens to direct their Statement of Interest and any questions to the Clerk to the Board.
3. Statements of Interest received by the Clerk shall be forwarded to the chair or County Liaison of the specific board or commission on which the citizen desires to serve. *When Statements of Interests are received by the Chair or County Liaison of specific boards or commissions, notification shall be given to the Clerk.* Statements of Interest of any citizen that is not chosen to serve shall remain active for a period of six (6) months from the date it is received by the Clerk to the Board.
4. Upon receiving any Statement of Interest by the specific board or commission chair, that chair shall be responsible to present the Statement of Interest to the entire board/commission for its consideration to fill the vacancy thereon, and; a minimum of ten (10) days prior to the next Board of Commissioners' regular meeting, the board/commission shall submit its recommendation for appointment to the Board of Commissioners for its consideration.
5. Except in the case of paragraph 6(b) below, Appointees may serve only three (3) consecutive three (3) year terms after which they must be removed from the board or commission. Individuals may be considered for additional terms of service, on a board/commission after remaining off the board/commission for one (1) year.
6. Whether the Board of Commissioners receives a recommendation for appointment from a specific board/commission or not, the Board of Commissioners shall have the following options to address any vacancy of a board or commission that is not addressed by statute or case law:
  - a. If the board member currently holding a seat on a board or commission is eligible for reappointment and is desirous of continuing to serve, he or she may be reappointed by the Board of Commissioners to serve an additional term.
  - b. If the board member currently holding a seat on a board or commission is ineligible for reappointment, having served the maximum number of terms allowed by this Policy,

the Board of Commissioners and/or its representatives will make every effort to identify a willing person or persons to be considered for appointment. If permissible, until such time as a suitable replacement is found, the sitting Board member may remain on the board or commission if he or she is desirous of continuing to serve.

- *If the board member currently holding a seat on a board or commission's term has expired, but there is no meeting in the month of the expired term, the board member whose term expired may vote on items at the next meeting of the board. That board member may continue to serve until he or she quits or is replaced.*
- c. If a board or commission vacancy is designated for a specific representative from the community, i.e. a licensed Physician, Pharmacist, Veterinarian, Optometrist, professional Engineer, etc., and no such individual is available for appointment, the Clerk to the Board will consult with the County Attorney to determine if, by statute and the specific board/commission's Bylaws, a general public representative may be appointed to fill the vacancy.
  - d. If appointment of a general public representative in lieu of a specific representative is permissible, the Board of Commissioners may appoint such an individual to fill the vacancy. If, by statute or the governing board/commission's Bylaws, it is impermissible to appoint a general public representative to fill a specific representative vacancy, the vacancy will continue on the board or commission until such time as the specific representative is found.
7. *Any upcoming vacancy on a board or commission shall be placed as an item on the Board of Commissioners meeting prior to the expiration of the upcoming vacancy.*
  8. Individuals may serve on an unlimited number of boards or commissions at any given time, at the discretion of the Warren County Board of Commissioners.
  9. Board/Committee/Commission appointees must be legal residents of Warren County, NC. However, this provision may be waived at the discretion of the Warren County Board of Commissioners.
  10. Any board/commission whose Bylaws are in dispute with this Policy shall move to amend its Bylaws to come into compliance with this Policy.
  11. Appointees to the various boards/commissions are subject to and must abide by the County of Warren Volunteer Policy.
  12. Boards and Commissions established by the Board of Commissioners shall do the following:
    - a. Boards and Commissions must have a minimum of three (3) members.
    - b. Upon formation by resolution, Boards and Commissions must elect Officers and establish Bylaws.
    - c. Board and Commissions shall adopt a meeting schedule, keep minutes of their meetings

- and provide such meeting schedule and minutes to the County Administrative Office.
- d. Boards and Commissions shall advertise their meetings in accordance with North Carolina law and shall abide by the requirements of North Carolina's Open Meetings Laws.

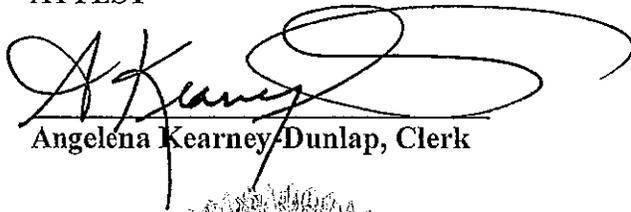
So adopted, this the 2nd day of November, 2015.

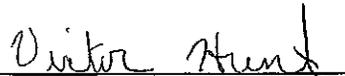
Amended this the 7<sup>th</sup> day of March, 2016.

Amended this 18<sup>th</sup> day of April, 2018.

Warren County Board of Commissioners

ATTEST

  
Angelena Kearney-Dunlap, Clerk

  
Victor Hunt, Chairman

Revised: September 28<sup>th</sup>, 2017

