



# ADVISORY COMMITTEE POLICY IMPLEMENTATION

July 21, 2025 Work Session - Chatham County Board of Commissioners





# BACKGROUND & INTRODUCTION



- **September 16, 2024:** BOC gave direction to staff to bring back information on the history and procedures of BOC Liaisons and initiate a review of advisory board policy.
- **January 7, 2025:** Staff brought back the information on history and procedures of Board Liaisons. At that meeting, the BOC directed staff to research and work on the following items:
  - Overview of Board and Committee Information
  - Role of Liaisons and Review of Appointments
  - Application process and reporting
- **March 17, 2025:** Staff presented an overview of boards and committee information, role of BOC liaison, and reviewed the staff policy assessment.
- **May 5, 2025:** Staff presented clarifying questions regarding the policy update and received direction.
- **June 16, 2025:** Staff presented a draft policy to BOC for consideration, and the BOC approved the resolution adopting the policy.



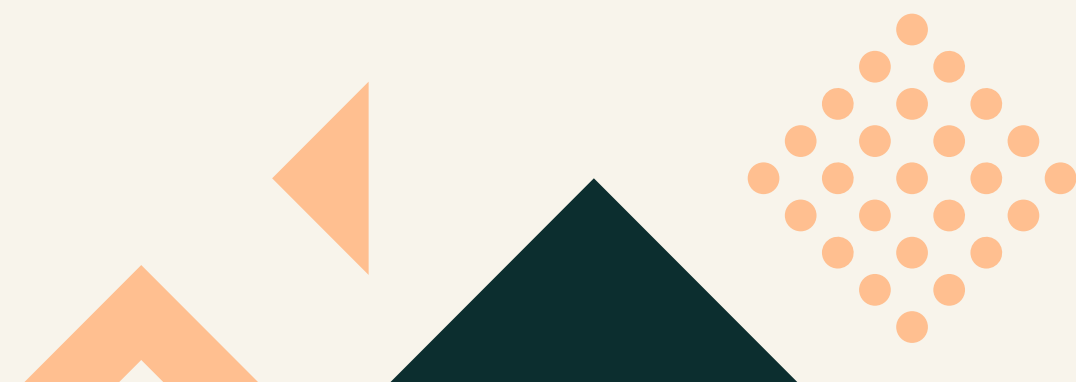


# IMPLEMENTATION OVERVIEW



Since the adoption of the Chatham County Advisory Committee Policy, staff has engaged in the following:

- **Communication:**
  - Met with Staff Leads for each board or committee to review the policy sections that are applicable to the committee they lead.
- **Application:**
  - Made application changes to reflect policy update.
- **On-boarding:**
  - Began working on training videos for ethics and general committee guidelines to distribute to committees for policy compliance.
  - Staff Leads began reviewing the policy with each committee at the next meeting, including policy acknowledgement.
- **Terms:**
  - Manager's Office Staff and Staff Leads have reviewed and proposed term updates for BOC consideration.





# APPLICATION UPDATES – 1



To qualify for committee service applicants must now meet all of the following:

- 1. Be at least 18 years old at the time of appointment;**
2. Submit a completed application through the County Manager's Office process;
- 3. Demonstrate interest, experience, or expertise relevant to the committee's subject matter;**
- 4. Not be a party to active litigation against the County or legal action creating a conflict of interest;**
5. Not serve in an elected office unless required or authorized by law;
- 6. Not have an immediate family member serving on the same committee;**
- 7. Be willing and able to attend meetings and follow all applicable laws and policies;**
- 8. Not be employed by Chatham County during appointment or service.**

**\*Bolded items reflect new questions added to the application as part of the updated policy.**





# APPLICATION UPDATES - 2



## Other Application Updates:

- Removed education and employer questions
  - This context and information may be included in the “demonstrated interest, experience, or expertise relevant to the subject matter of the committee” question.
- Updated optional demographic questions for clarity
- Added residency type question:
  - Resident
  - Business Owner
  - Property Owner
  - Other
- Simplified and aligned the application with policy language.





# QUESTIONS?

