



## TRIANGLE J COUNCIL OF GOVERNMENTS

### APPOINTING YOUR TRIANGLE J DELEGATE AND ALTERNATE

With the many appointments that local governments must make each year, it's easy to lose sight of the particulars of each. As you consider the coming year's appointments for your Triangle J Delegates and Alternates, here are a few points to keep in mind:

**The Delegate you appoint is your voting member on the Board of Delegates** – your voice is only heard on Board decisions when your Delegate (or Alternate Delegate) is present for the vote.

**The Delegate you appoint should be willing to regularly attend** and participate in all scheduled meetings of the Board of Delegates. Seven Board meetings are scheduled each year, typically on the fourth Wednesday of January, March, May, June, August, October, and November. Delegates should plan on two and one-half hours for each meeting, 5:30 p.m. until 8:00 p.m.

**Certain Delegates have additional responsibilities as members of the Executive Committee.** The Delegate appointed from each county also serves on the Executive Committee, along with one municipal delegate from each county. The Executive Committee meets in February, April, September, and December, on the same fourth Wednesday schedule, from 6:00 p.m. until 8:00 p.m. Delegates who also serve on the Executive Committee should be willing to commit to 11 meetings each year. (Neither group meets in July.)

**The Delegate you appoint should prepare to participate** by reviewing the agenda and background materials in advance. The agenda packet is posted on our Website and emailed to delegates and alternate delegates prior to the meeting.

**Appoint an Alternate Delegate** to stand in for your Delegate when they are unavailable, to preserve your vote on Board of Delegates business. Alternate Delegates are invited to attend all Board of Delegates meetings, but may only vote when the Delegate is not present.

**If the Delegate cannot attend, they should notify the Alternate Delegate** (provided that one is appointed) to attend in their place.

**The Delegate you appoint should report back to their board or council colleagues** about the business conducted at the meetings. Our "After Action Report," sent to Delegates and Alternates by e-mail following each meeting, is an easy and convenient way for them to share this information.

**A good prospect to become a Delegate** is someone who is interested in regional collaboration, or who has a particular interest in long-range planning and/or environmental issues, including water quality and supply, since these issues are frequently discussed at the meetings.

If you or your potential appointees have any questions as you consider your appointments, please feel free to contact Kirby Bowers, Executive Director, at [kbowers@tjcog.org](mailto:kbowers@tjcog.org) or 919.558.9395.