



ADVISORY COMMITTEE POLICY UPDATE

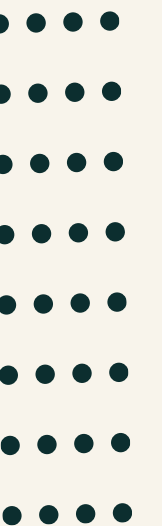
DRAFT REVIEW & ADOPTION
DISCUSSION



INTRODUCTION

1. Staff identified inconsistencies within the current Advisory Committee Policy.
2. Staff brought forward on May 5th, 2025 and May 19th, 2025 decision points for a comprehensive policy rewrite.
3. A comprehensive policy rewrite has been completed by staff.
4. Today's discussion is intended to discuss changes included in the draft policy, and if appropriate adoption consideration.

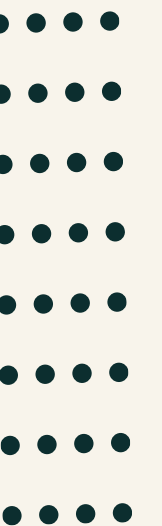
Note: Based on previous direction from the Board of Commissioners, staff identified several areas during further drafting where additional clarification or guidance may be needed. These sections have been preemptively drafted by staff, and will be identified throughout the presentation, and are open for discussion.*





MAJOR THEMES IN REWRITE

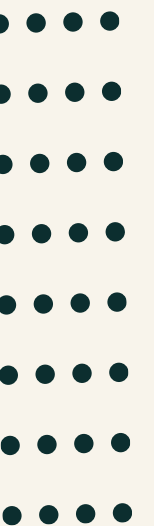
1. Committee Formation & Dissolution Standards
 2. General Membership Standards
 3. Strengthened Appointment Procedures and Administration
 4. Defined Committee and Staff Roles
 5. Voting & Meeting Rule Clarifications
 6. Defined Public Access Requirements
 7. Developed Ethics & Conduct Framework
 8. Oversight & Accountability Administrative Requirements
 9. Additional Applicability of Sections to Other Boards
- 



COMMITTEE FORMATION & DISSOLUTION

Policy Reference: Section 2.A - 2.C

1. Establishes a formal process for creating advisory committees by Board of Commissioners (BOC) resolution.
2. Sets clear criteria for committee creation—at the discretion of the BOC, and codifies this as part of the administrative procedure
3. Adds procedures for BOC to include sunset clauses for temporary or time-limited committees.
4. Defines specific process for dissolution, at BOC discretion.
5. Legal basis grounded in North Carolina General Statutes § 153A-76



GENERAL MEMBERSHIP STANDARDS

Policy Reference: Section 3.A - 3.B

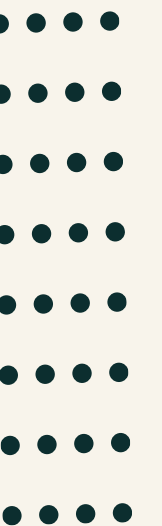
- 1. Identifies qualifications for Advisory Committee membership.
- 2. Non Chatham County residents are considered eligible for membership if they own property or operate a business in Chatham County, at BOC discretion.
- 3. Standardized Application Process:
 - All applicants must submit a formal application.*
 - Reappointments also require re-submission of the application.*



APPOINTMENT PROCEDURES AND ADMINISTRATION

Policy Reference: Section 3.D - 3.G, Section 8

1. New deadlines for commissioner-designated recommendations: *
 - 5 months post-vacancy
 - 3 months before term expiration
2. Allows BOC to fill vacant seat if deadline lapses. *
3. Terms now run from March 1st to Feb 28th
4. Defined resignation and removal procedures.
5. Administrative responsibilities assigned to County Manager's Office.
6. Policy review defined as every 4 years.



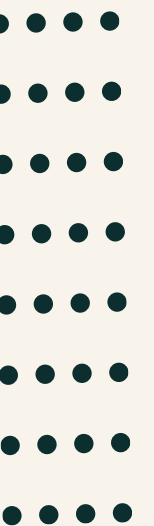
COMMITTEE AND STAFF ROLE

Policy Reference: Section 4.A - 4.E

1. Clarifies Expectations for Chair, Vice-Chair, Secretary

2. New Staff Lead role defined

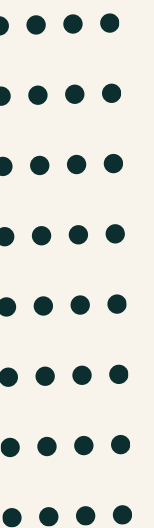
- Prepares agendas, ensures compliance, coordinates onboarding, etc.
- Each committee is required to be assigned a Staff Lead.



VOTING & MEETING RULES

Policy Reference: Section 5.A - 5.C

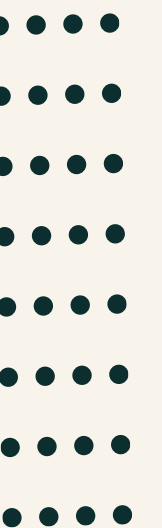
1. Quorum Defined; vacant seats not counted toward quorum.*
2. No email or proxy voting allowed
3. Conflict of interest excusal process formalized.
4. Subcommittee standards formalized
 - Must be approved by full committee.
 - Must follow Open Meetings Law requirements if quorum of full committee is present.



PUBLIC ACCESS

Policy Reference: Section 5.B

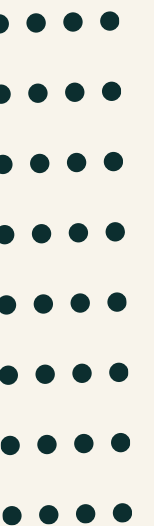
1. Permits hybrid or remote committee meetings at the committee's discretion.
2. Recognizes and requires ADA compliance and accessibility.
3. Public Comment allowed at committee's discretion.
4. Clarifies procedures for meeting scheduling and public notification.



ETHICS & CONDUCT

Policy Reference: Section 7

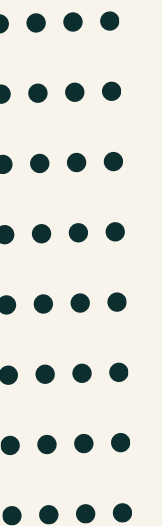
1. Sets expectations for professionalism and conduct.
2. “Conflict of Commitment” clause for members who cannot meet participation requirements.
3. Mandates ethics acknowledgment and training within 90 days of appointment.
 - Note: Training in development by Manager’s Office.



OVERSIGHT & ACCOUNTABILITY

Policy Reference: Section 6 & Section 8

1. Committees must submit and present annual reports using a standardized format provided by the Manager's Office.
2. Clarifies that County Manager's Office is responsible for oversight, rosters, and record retention.
3. Policy review required at least once every four years.



OTHER BOARDS

Policy Reference: Section 9

1. Allows BOC to extend policy sections to other boards and committees not in

Attachment A.

- Used for Administrative Standardization

Applicable Sections

1. Section 3.D. – Appointment
2. Section 3.E. – Vacancies
3. Section 4.E. – County Staff Lead and Responsibilities
4. Section 4.F. – Subcommittees
5. Section 5 – Meeting Requirements
6. Section 7 – Ethics and Conduct
7. Section 8 – Administration and Policy Updates

Applicable Committees/Boards

1. Agriculture Advisory Board
2. Appearance Commission
 - (except that GS 160D-109 shall govern conflicts of interest)
3. Board of Equalization and Review
4. Central Pines Regional Council Adult Care and Nursing Home Committee
5. Planning Board
 - (except that GS 160D-109 shall govern conflicts of interest)
6. Zoning Board of Adjustments
 - (except that GS 160D-109 shall govern conflicts of interest)

COMMITTEE COMPOSITION CHANGES

1. Policy Establishes a new standard:

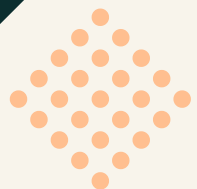
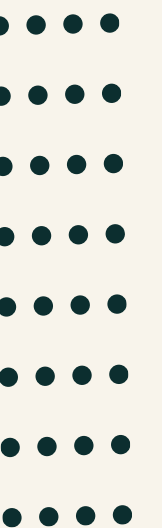
- All advisory committees must have an odd number of members.
- Committee size must fall within a range of 5 to 11 members.

2. Impact on existing committees:

- Two committees will require updates to align with these standards:
 - Library Advisory Committee: Staff recommendation to move from 6 to 7 members.
 - Recreation Advisory Committee: Staff recommendation to move from 10 to 9 members.
- These changes are fully integrated into the policy and take effect upon adoption of policy resolution.

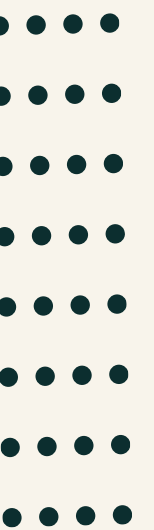
3. Attachment A:

- Will serve as the official reference for a committee's guiding information and structure.



IMPLEMENTATION

1. Upon adoption, staff will return to the Board at a future meeting with a full implementation plan.
2. Implementation plan will include:
 - Rollout of updated application and onboarding materials
 - Timeline for applying updates to existing committees
 - Strategy for communication to current committee members and staff liaisons of policy change.
3. County Manager's Office will oversee and coordinate implementation across committees.





QUESTIONS OR DISCUSSION?



MOTION TO ADOPT

Motion to adopt the Resolution Amending the
Chatham County Advisory Committee Policy

.....
.....
.....
.....
.....
.....
.....
.....