



ADVISORY COMMITTEE POLICY IMPLEMENTATION

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

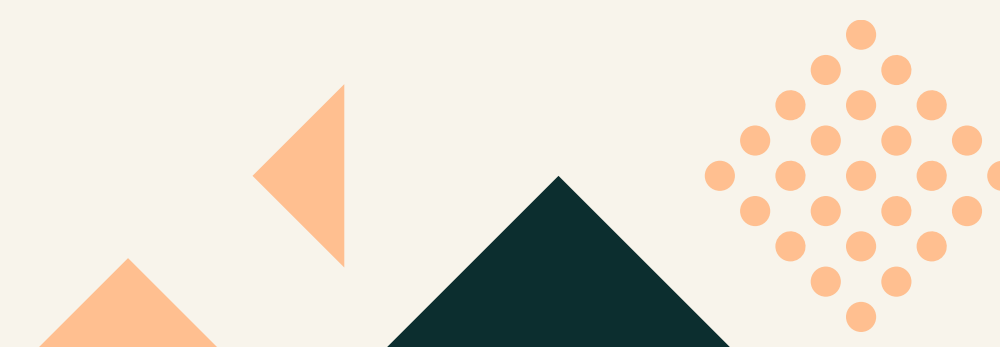




BACKGROUND & INTRODUCTION



- **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.

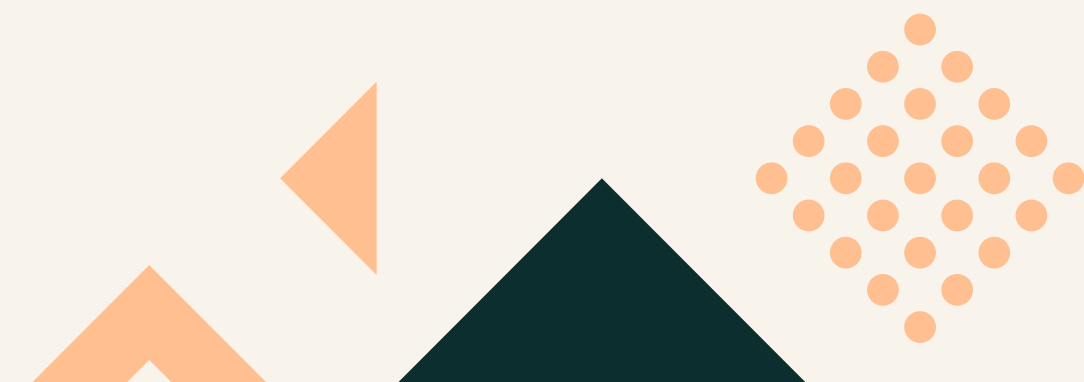


IMPLEMENTATION OVERVIEW



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?

