

## **CITY OF GREENSBORO BOARDS AND COMMISSIONS PROCESS AT A GLANCE**

### **Overview:**

- Section 2-136 of the Greensboro Code of Ordinances provides, “it is the policy of the City Council of the City of Greensboro to select citizens from the entire community to serve on boards or commissions taking into consideration gender, race and residence on a geographical basis”.
- Section 2-136 further provides it is “the intent to select members to boards and commissions on an equitable and proportionate basis representing each of the five (5) council districts and each of the three (3) at-large seats and the office of the mayor”.
- City Council adopted a Resolution to Re-organize the appointment procedure for the City of Greensboro Boards and Commissions at the March 16, 2016 meeting of Council.
- All boards and commissions shall act in accordance with the authority granted to them through applicable state law, charter provision, and/or directives and policies of the City Council.
- All boards and commissions shall follow the procedures of conduct set out in the adopted Bylaws, said Bylaws to remain on file in the City Clerk’s office.
- All City boards, commissions shall comply with the *North Carolina Open Meetings Law*.
- Boards and commissions with memberships up to and including 9 members shall have no more than 2 appointments per council seat, and boards with membership of 10 or more members shall have no more than 3 appointments per council seat unless exemptions apply. Exemptions to this policy can occur in circumstances when a board requires particular appointments (such as Historic Preservation Commission) or upon the consent of a Councilmember whose district may become underrepresented as a result of a desired appointment. In the event a board is over-represented in a district, and if the redistribution of appointments doesn’t balance the appointments, that situation will be resolved through attrition.
- All applicants must reside **inside the city limits of Greensboro** to be considered for service on a City board or commission.
- All applicants are required to fill out the interest form, attach a copy of a resume or bio, and send it to the City Clerk’s Office.
- Names of individuals who wish to be considered for service must be added by Council to the boards and commissions’ data bank during an official Council meeting before an individual can be considered for service. In some instances, individuals can be added to the data bank and appointed to a board or commission at the same meeting at Council’s discretion.
- The City Clerk’s Office provides to members of the Council at the second regular meeting of each month updated information concerning vacancies on City boards and commissions, a copy of the data bank listing the names of Greensboro citizens who have expressed an interest in serving on a board or commission, and a roster of current board and commission members.
- Attendance policy: appointees will be allowed 3 absences per rolling 12 month period, after which the appointee will be subject to dismissal.
- People may be appointed to 2 boards/commissions at a time because this matter is governed by NCGS § 128-1.1 which allows people to hold up to 2 appointments concurrently. It is the

discretion of Council to allow only one appointment to ensure diversity and equity among the boards and commissions.

- Some boards and commissions have special requirements for membership; i.e., Historic Preservation Commission, Greensboro Housing Authority, Insurance Advisory Committee, and Tourism Development Authority.
- The timeframe for an individual's service may vary depending upon the board and specific position to which an individual is appointed. When individuals are appointed to fill portions of terms on a board or commission, the length of their service may be reduced. After serving two full terms, a board member must remain off the board for a full year prior to serving additional terms. Members serve on a board until they are reappointed or a replacement is named.
- Information related to boards and commissions members on file in the City Clerk's Office is a matter of public record.
- The City Clerk is responsible for the Greensboro City Council's official boards and commissions' records, including data related to appointments, reappointments, resignations, names added to the data bank, contact information for boards and commissions' members, and other information.
- Minutes of the boards and commissions are maintained on file in the City Clerk's office. It is the responsibility of the departmental City staff to prepare and provide agenda/informational packets to board and commission members as well as the City Clerk. It is also the responsibility of the departmental City staff to maintain and update individual departmental webpages on the City's website.
- Liaison. A Councilmember will be appointed by the Mayor as liaison to various boards and commissions as outlined below. The City Clerk will maintain the list of liaison assignments.

### **Expectations of Appointees to Boards and Commissions:**

- Attendance. City Council appreciates those who are willing to donate their time to community service. Board and commission members are required to maintain regular attendance. Attendance is critical not only to ensure a quorum but to ensure the rights of the citizens who have requests before the board are addressed in a timely and complete manner.
- Respect for the appointment. Board or commission members are granted important decision-making power, and for certain boards their decisions have the effect of law. To be given a position on one of the city's boards or commissions is a commitment not to be taken lightly. To that end, all appointees are expected to understand the seriousness of their appointments and to treat their duties with the dignity and respect they deserve.
- A Councilmember who has appointed a citizen to serve on a board or commission accepts responsibility for that appointment. If there is a problem with attendance or performance of an appointee, the appointing Councilmember shall be so informed and shall take the necessary steps to remedy the situation.
- Appointees are expected to be prepared for each meeting and to be engaged with the chairperson, city staff members, and the City Council liaison when the occasion calls for it.

- If an appointee desires to give specific direction to city staff, the appointee will communicate any such directive through the Chairperson of the board or commission and with the Council liaison.
- Make a difference! The City values its appointees for their diversity, their experience, and their knowledge. Serving on a board or commission can be a rewarding experience and everyone benefits when the City of Greensboro has dedicated volunteers who focus on community needs. Your appointment signifies the City Council's desire to have the benefit of your input. The City welcomes all volunteers, so please spread the word about these service opportunities!

### **Expectations of Council Liaisons:**

- A Councilmember will be appointed at a regular meeting by the Mayor with concurrence of Council as liaison to various boards and commissions. Initially, appointments will be made every four years following an election cycle. However, the Mayor and the Council reserve the right to change the liaison appointment at any time.
- The liaison shall serve as a conduit of information between the City Council and the respective board or commission. It is intended that the liaison serves as the primary informal Council contact for the board or commission.
- The liaison establishes contact with the chairperson of the board or commission and with the staff member overseeing the board or commission. The liaison effectively communicates with all parties.
- In collaboration with appropriate city staff, the liaison helps resolve questions about the role of Council, municipal government, and the board or commission.
- The liaison relays Council's position to the board or commission. However, the liaison shall communicate to the board or commission that the liaison's role is not to direct the board in its activities or work.
- The liaison serves as Council contact rather than an advocate for or an ex-officio member of the board or commission.
- The liaison reviews the annual work plan of the board or commission and makes recommendations to the City Council regarding the work plan.
- The liaison identifies and helps resolve any problems that may exist with respect to the functioning of the board or commission.
- The liaison may facilitate training of new board and commission members by providing suggestions and relevant information to the City staff members responsible for providing such training.
- Council liaisons do not normally attend monthly meetings of the boards and commissions. Liaisons are informed of boards and commissions activities through agendas and minutes, work plans, and annual reports. Liaisons may attend a meeting due to an interest in a specific agenda topic, or may "pop in" just to observe. Attendance by a Council liaison should not affect the normal structure of a board meeting. Attention should not be focused on the Council liaison and his or her input. If Council liaison participation is critical to a particular item, a direct invitation should be made to the Council liaison, explaining why participation is deemed to be critical. If appropriate, staff members and chairpersons should discuss with the liaison prior to the meeting what expectations are and whether the liaison can meet those expectations.