



Advisory Board Policy Review

BOCC Public Policy Workshop

November 10, 2015

Agenda

I. Overview of:

A) Attendance Requirement

B) Notification Process

C) Nominations Process

II. Recommendations from Intergovernmental Committee

III. Board Discussion



Current Attendance Requirement

Current policy requires:

1. Attendance of 75% of meetings
 - No formal exceptions
2. Members must be present for 50% of a meeting to be counted as present



Previous Attendance Policy

- Excused absences due to business conflicts, illness or death in the family
- 75% standard requirement
50% minimum with excused absences
- Changed in 2010 for several reasons:
 - Simplicity
 - Difficulty getting absence documentation
 - Board can still reconsider reappointments for those who fail to meet requirement



Alternatives

1. City of Charlotte policy:
 - Attendance of 65% of meetings
 - No excused absences
 - Members cannot miss three consecutive meetings
2. Maintain 75% requirement
 - Allow excused absences for illness/family emergency
 - Reinstate absolute 50% minimum
3. Maintain current policy



Note Regarding Current Policy

- Point of clarification from County Attorney:
 - Inclusion of special meetings in current attendance requirement policy can be a problem because these are not scheduled meetings.





Notification Process

Notification

- Application

- The application does *not* include the attendance requirement but it is noted on the website

<http://charmeck.org/mecklenburg/county/CountyManagersOffice/BOCC/AdvisoryBoards/Pages/Default.aspx>

- Appointment Letter

- Upon appointment, individuals receive an email and a letter which includes the attendance requirement



Notification

- All Board chairs & staff liaisons are encouraged to remind individuals of the attendance policy
- Compensated advisory Boards require interviews which provides opportunity to discuss requirements





Nomination Process

Nomination Process

- Applications are provided to the Board members in advance for review/vetting
- Nominations are made during the Board meeting
 - Clerk's Office staff notifies the nominees
- Appointments occur at the following meeting unless circumstances are such that the appointment could be made at the same time of nominations



Nomination Process

- Some advisory boards make recommendations
- Policy permits boards to receive copies of applications upon request and provide recommendations, if desired





Intergovernmental Committee Recommendations

Attendance Policy Revisions

1. Modify 75% attendance requirement to 65%
2. Members cannot miss three consecutive meetings
3. Remove special meetings from being considered towards attendance requirement



Communication Enhancements:

1. Modify application to include attendance policy
2. Ensure that attendance requirement is included as an interview question/discussion for compensated advisory boards
3. Remind all Board Chairs & staff liaisons of the requirements bi-annually via memo
4. Clerk's staff to conduct annual orientation with the Board Chairs; Board Chairs to conduct orientation with new committee members



Nomination Process Revisions

1. Provide the Board with the ability to nominate and appoint individuals to committees at the same meeting
2. Provide the Board with the ability to have nominations/appointments on the agenda of any regular meeting – not only the first regular meeting of the month



Advisory Board Appointment Process

DISCUSSION

