

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
- 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

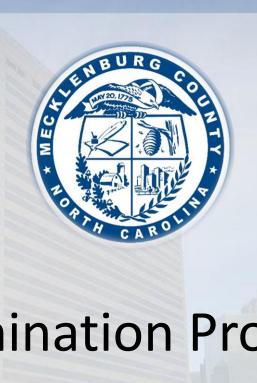
 Upon appointment, individuals receive an email and a letter which includes the attendance requirement



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

- Provide the Board with the ability to nominate and appoint individuals to committees at the same meeting
- 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

