

RESOLUTION TO AMEND THE ADVISORY BOARD MEMBERSHIP POLICY
(Enacting the Advisory Board Membership Policy proposal)

A RESOLUTION AMENDING THE ADVISORY BOARD MEMBERSHIP POLICY AND THE COMMUNITY DESIGN COMMISSION AND THE ENVIRONMENTAL STEWARDSHIP ADVISORY BOARD MEMBERSHIP POLICIES (2018-12-05/R-15)

WHEREAS, the Council Committee on Boards and Commissions met on September 20, 2018 to consider information regarding advisory board alignment, length of term, board member attendance, and the Historic District resident seat on the Community Design Commission; and

WHEREAS, the Council Committee on Boards and Commissions recommends adding a stormwater seat on the Environmental Stewardship Advisory Board (ESAB) to recognize the stormwater interests in the review of development applications and evaluate that interest through the winter and consider the ESAB and Stormwater Management Utility Advisory Board alignment prior to the spring appointment cycle; and

WHEREAS, the Council Committee recommends amending the length of term clause to remove the succession of members for positions where a replacement has not been made; and

WHEREAS, the Council Committee recommends amending the attendance clause to recognize that any member of the board, commission or committee who misses more than three (3) consecutive regular meetings or more than half the regular meetings in a calendar year shall lose his or her status as a member of the board, commission or committee, and shall be replaced by the Council or Orange County Board of Commissioners, as appropriate, provided that special extenuating circumstances may be a basis for automatic removal to be reconsidered by the Council on a case by case basis; and

WHEREAS, the Council has an interest to simplify the process to amend the rules as it pertains to the advisory board membership, it requests, where possible that the staff consolidate this information in the advisory board membership policy and remove it from the Town Code of Ordinance. This is similarly reflected in the related sections for the Planning Commission and Community Design Commission; and

WHEREAS, on October 17, 2018, the Council authorized the Town Manager to act on the Council Committee on Boards and Commissions recommendations, by preparing an item to amend the advisory board membership policy and relevant sections of the Code of Ordinances; and

WHEREAS, staff shared the potential changes with all advisory board members via email requesting comments and invited members to attend a Joint Advisory Board meeting on November 6, prior to the Planning Commission meeting, due to the large number of changes. In the future, a Joint Advisory Board meeting may be considered based on the number of changes or complexity of change; however, this may not be necessary for all amendments; and

WHEREAS, the Planning Commission met on November 6, 2018 and made a recommendation as it pertains to the amendments to the Land Use Management Ordinance; and

WHEREAS, the Council held a public hearing for the Land Use Management Ordinance Text Amendments on November 14, 2018.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council amends the advisory board membership policy as follows:

Section 1. Membership

"General

Members of the board, commission, or committee shall be appointed to serve terms of three (3) years, unless otherwise described in the Membership section of this policy or superseded by the Town Code of Ordinances. The terms of the original members may be staggered so that all terms do not expire simultaneously. Vacancies shall be filled for the unexpired term only."

Section 2. Amendment to the Length of Term Clause under Policies and Procedures.

"Length of Term

~~Members serve staggered three-year terms which shall expire on June 30. However, members of boards and commissions may serve until their successors have been appointed. Please note that Advisory Board, Commission, or Committee members who are appointed by Chapel Hill Town Council may be removed at any time by a vote of the Council."~~

BE IT FURTHER RESOLVED that the Council adds a new subsection titled "General" under Membership to apply to all advisory boards, unless otherwise described in the Membership section or superseded by the Town Code of Ordinances.

Section 3. Amendment to the Attendance Clause under Policies and Procedures.

"Attendance

~~In order to be considered a member in good standing and to be eligible for reappointment to an advisory board, members must have attended 80% of scheduled meetings and trainings during their previous term. Board chairs shall report to the Chapel Hill Town Council any members who are not meeting attendance requirements. Such a report should be included as part of the advisory board or commission's recommendation for reappointment, but may also be submitted to Council as part of a request for member removal.~~

Any member of the board, commission or committee who misses more than three (3) consecutive regular meetings or more than half the regular meetings in a calendar year shall lose his or her status as a member of the board, commission or committee, and shall be replaced by the Council or Orange County Board of Commissioners, as appropriate, provided that special extenuating circumstances may be considered by Council prior to automatic removal, on a case by case basis. Absence due to sickness, death, or other emergencies of like nature shall be recognized as excused absences, and shall not affect the member's status on the board, commission or committee, except that in the event of a long illness or other such cause for prolonged absence, the member shall be replaced.

The attendance provision also applies to any member of a board or commission that does not have regular meetings, or any alternate member of a board or commission that does meet regularly, who misses more than three (3) consecutive meetings or more than half the meetings in a calendar year at which their attendance is expected.

Advisory Board or Commission's Chair and staff liaison shall to reach out to a member who has two consecutive unexcused absences to alert the member of the attendance clause. Notification shall also be sent to Mayor and Council and Town Clerk. Upon the third consecutive regular meeting absence, the chair or staff liaison shall send another notification to the member, Mayor and Council, and Town Clerk. "

BE IT FURTHER RESOLVED that the Council amends the Community Design Commission membership policy to add "green design, place making" to the Seat Requirements and to remove Chapel Hill Historic District resident as a Seat Category.

"Seat Category	Seat Requirements
Chapel Hill Resident	Must live within the municipal limits of the Town of Chapel Hill and have demonstrated special training or experience in a design field such as architecture, landscape design, horticulture, city planning, <u>green design, place making</u> or a closely related field.
Chapel Hill Historic District Resident	Must live within one of the Town of Chapel Hill's historic districts. Preference given to applicants who also have demonstrated education, special training, experience, or interest in history or a design field such as architecture, landscape design, horticulture, city planning or a closely related field."

BE IT FURTHER RESOLVED that the Council amends the membership policy for the Environmental Stewardship Advisory Board to add a new seat designated as a Stormwater Advocate Seat to recognize the stormwater interests in the review of development applications, as follows:

"Seat Category	Seat Requirements
<u>Stormwater Advocate</u>	<u>Must live within the municipal limits of the Town of Chapel Hill and have demonstrated knowledge of stormwater management and/or engineering as well as relevant laws, policies and adopted Council plans."</u>

BE IT FURTHER RESOLVED that the changes are effective upon adoption.

This the 5th day of December, 2018.