



# TOWN OF CHAPEL HILL

Town Hall  
405 Martin Luther King Jr.  
Boulevard  
Chapel Hill, NC 27514

## Legislation Details (With Text)

**File #:** [20-0248]      **Version:** 1      **Name:**

**Type:** Consent      **Status:** Passed

**File created:** 3/26/2020      **In control:** Town Council

**On agenda:** 4/22/2020      **Final action:** 4/22/2020

**Title:** Approve the Council Committee’s Interview Rubric for Semi-Autonomous Board Applicants.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Council Committee’s Interview Rubric for Semi-Autonomous Board (revised 3/12/20), 2. Email from the Public, 3. A RESOLUTION TO APPROVE THE COUNCIL COMMITTEE’S INTERVIEW RUBRIC FOR SEMI-AUTONOMOUS BOARD APPLICANTS (2020-04-22/R-4)

Date	Ver.	Action By	Action	Result
4/22/2020	1	Town Council	adopted	Pass

### Approve the Council Committee’s Interview Rubric for Semi-Autonomous Board Applicants.

**From:** Pam Hemminger, Mayor  
Michael Parker, Mayor pro tem  
Jessica Anderson, Council Member  
Amy Ryan, Council Member

**Group:** Council Committee on Boards and Commissions

**Overview:** On [October 30, 2019 <https://chapelhill.legistar.com/LegislationDetail.aspx?ID=4148999&GUID=A6AD3C8C-009B-4078-8A33-763C2B3B93D6&Options=&Search=>](https://chapelhill.legistar.com/LegislationDetail.aspx?ID=4148999&GUID=A6AD3C8C-009B-4078-8A33-763C2B3B93D6&Options=&Search=>), the Council approved forming two Council Committees to interview applicants for all four semi-autonomous boards (Board of Adjustment, Community Design Commission, Historic District Commission, and Planning Commission) and asked the Council Committee on Boards and Commissions to draft a rubric that reflects the Council’s values for the full Council’s approval.

### ★ Recommendation(s):

That the Council adopt a resolution to approve the Council Committee’s Interview Rubric for Semi-Autonomous Board Applicants.

### Development of the Rubric

The Council Committee on Boards and Commissions (the Committee) met on February 18, 2020. The Committee included elements in the rubric to help evaluate the diversity of the applicant within the context of the current membership of the board. They also included elements to evaluate the amount of special interest, experience, or education/training an applicant conveyed through their application or interview. The Committee also thought it was important to include some standardized interview questions.

The two new Council Committees will convene in April, and as needed thereafter, to conduct interviews in advance of the May appointments. The appointment items will include the recommendation, rubric, and minutes from the Committee meeting, in addition to the standard content.

### Where is this item in its process?



**Attachments:**

- Resolution
- Council Committee’s Interview Rubric for Semi-Autonomous Board (revised March 12, 2020)

**A RESOLUTION TO APPROVE THE COUNCIL COMMITTEE’S INTERVIEW RUBRIC FOR SEMI-AUTONOMOUS BOARD APPLICANTS (2020-04-22/R-4)**

WHEREAS, on October 30, 2019, the Council approved forming two Council Committees to interview applicants for all four semi-autonomous boards (Board of Adjustment, Community Design Commission, Historic District Commission, and Planning Commission); and

WHEREAS, the Council asked the Council Committee on Boards and Commissions to draft a rubric that reflects the Council’s values for each board for the full Council’s approval; and

WHEREAS, the Council Committee on Boards and Commissions met on February 18, 2020. The Committee included elements in the rubric to help evaluate the diversity of the applicant within the context of the current membership of the board. They also included elements to evaluate the amount of special interest, experience, or education/training an applicant conveyed through their application or interview. The Committee also thought it was important to include some standardized interview questions.

WHEREAS, the Committee recommends that the Council approve the rubric for use by the two interview committees starting this spring; and

WHEREAS, the item was removed from the March 4, 2020 consent agenda for minor revisions.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council approve the Council Committee’s Interview Rubric for Semi-Autonomous Board Applicants as attached in the April 22, 2020 Town Council agenda item.

This the 22nd day of April, 2020.

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**The Agenda will reflect the text below and/or the motion text will be used during the meeting.**

By adopting the resolution, the Council approves the Council Committee’s Interview Rubric for Semi-Autonomous Board Applicants.