

	POLICY	
	Administration	Approved: December 10, 2024
Appointed Public Bodies Administrative Policy Version 12		Supersedes: October 24, 2023
		Prepared By: Clerk's Office
		Approved By: Town Council

I. Purpose

To establish committee management, oversight guidelines, and administrative procedures for Advisory Public Bodies appointed by the Town Council.

II. Scope

This policy addresses general administrative matters regarding Advisory Committees. This policy does not include specific areas of regulation of Advisory Committees where addressed within the Unified Development Ordinance (UDO) for the Planning and Zoning Board (PZB) and noted herein. Except where outlined in the UDO, all guidelines for committees are applicable to the Planning and Zoning Board.

III. Definitions

- 1. Lead Department** – identifies the Town of Morrisville department designated to facilitate alignment of Town Council goals and objectives with the work of the Committee and provide technical guidance and administrative support to a specific committee(s). Responsibilities outlined in Section 9.b.
- 2. Appointment/appointed** – any resident or, where authorized by Town Council, a non-resident with specific subject matter experience or expertise, selected to serve on a committee is appointed to that seat for a specified term.
- 3. Committee** – used interchangeably, with “Advisory Committee” and “Public Body/Appointed Body”. The collective membership of persons appointed by Town Council to serve in an advisory capacity to Town Council.
- 4. Committee Chair** – recommended to Town Council for appointment by the committee membership to serve as head of an assigned committee. Town Council will affirm final recommendation of Committee Chairs annually. Responsibilities of the Chair include but are not limited to facilitation and management of meetings, ensuring members behave in a manner consistent with the Conduct Guidelines provided in Section 5, and coordinating with Town Council, Committee members and Staff Liaison on agenda topics for consideration.
- 5. Committee Vice Chair** –Town Council will affirm final recommendation of Committee Vice Chairs annually. The Vice Chair assumes the role and responsibilities of the Chair in their absence, leading meetings and making decisions as necessary.
- 6. Leadership Team Member** – A Town Department Head or Manager assigned to support

a given committee. Responsibilities include but are not limited to assigning the Staff Liaison to manage the administrative work of the committee, advising the committee on policy topics, providing input/feedback on agenda topics, and assisting with the development of the annual work plan. *(Note: The Leadership Team Member is not the Staff Liaison but can serve as the main point of contact for all acting parties and may serve as a Staff Liaison in the absence of the Staff Liaison.)*

7. **Staff Liaison** – A Town employee designated to assist a specific committee, overseeing various administrative tasks associated with the committee's operations.

IV. Policy

All appointed members shall be responsible for understanding the policy and abiding by its instruction.

V. Standard Procedures

1. NORTH CAROLINA OPEN MEETINGS and PUBLIC RECORDS LAWS

All Public Bodies will adhere to State Law for Open Meetings as defined by North Carolina General Statute Chapter 143 Article 33C Meetings of Public Bodies https://www.ncleg.gov/enactedlegislation/statutes/html/byarticle/chapter_143/article_33c.html.

a. **Notice of Meetings:**

The regular schedule of meetings shall be posted to the Town Website when approved by the committee or no later than January 31 of each calendar year. Meeting notice shall include the date, time, and location of the meeting to be shared with the full committee and posted to the Town's website. The Staff Liaison will also share calendar invitations for each meeting occurrence with all committee members containing the meeting location and meeting time. If the scheduled meeting dates, new location or time of the meeting is changed, a notice of the information is required to be posted at least 48 hours prior to the time of the meeting. Meetings are open to all attendees and the public. (See Section 6.a. MEETING SCHEDULE)

b. **Agendas:**

Agendas and related materials will be posted to the Town Website no less than the Friday prior to the meeting day the following week.

c. **Emails:**

Advisory Committees shall avoid conducting business outside of regularly scheduled or properly called special meetings. E-mail correspondence (agenda preparation/work items/questions/comments/suggestions) outside of a public meeting shall be coordinated by and through the Staff Liaison only and should not include other committee members in the e-mail. To avoid deliberations outside of committee meetings, individual members shall not "reply all" to staff emails that include the entire committee but will respond directly to the Staff Liaison and the Staff Liaison will share responses with the entire committee.

d. **Contact Information:**

Appointed Public Body Members shall keep their Staff Liaison updated on their current email address, phone number and mailing address. Any changes shall be reported as soon as the change occurs or at the next meeting attended, to ensure Town staff meeting notifications and correspondence are received.

e. Application:

A member's application is considered a public record of the Town of Morrisville. All applications are retained for one year following the conclusion of the previous Spring/Summer and Fall/Winter recruitment seasons. All application records are subject to the Town of Morrisville's Retention Policy. While applications are not publicly disclosed within agenda packets, they serve as a valuable resource for Town Council Members during their individual appointment selection processes.

2. COMMITTEE MEMBERSHIP/AUTHORITY

**This portion of the policy does not apply to the PZB which is addressed in the Unified Development Ordinance (Article 2: Administration, Sect. 2.2 Review Authorities, 2.2.2. Planning and Zoning Board).*

a. Advisory Committees in General:

- i. Council may establish a charter or adjust a charter at any time. Town Council will review Committee Charters at least once every two years, and update if necessary.
- ii. Advisory Committees and their members collectively are empowered to research, review, evaluate and share information with Town Council, as a body, and Town Staff to support and advance the work of the committee on behalf of the Town, in alignment with the specified Committee Charter and work plans.
- iii. Advocacy authority and policy guidance for specific goals and initiatives remain with Town Council. Advisory committees do not have decision making authority.
- iv. Shall not consist of more than 11 members at any given time, each serving without compensation. There shall be no alternate members.
- v. Applicants must be 18 years or older to be eligible for appointment.
- vi. Eligible persons must reside within the corporate limits of Morrisville.
 - **Exception:** Smart City Steering Committee technical members may work in Morrisville and live outside Morrisville; however, residents with technical expertise will be given priority consideration.
 - **Exception:** Committee members that move outside the corporate limits of Morrisville will become ineligible for membership reappointment but may request consideration to serve the remainder of their current term. A request to continue serving shall be made in writing and provided to the Committee Chair. The Committee Chair, in consultation with the Staff Liaison and Clerk's Office, will be responsible for verifying attendance and participation on the committee for continued membership eligibility. The Staff Liaison shall forward the written request for continued service to the Clerk's Office for final determination. Members are requested to provide advance notice, when possible, to allow staff time to process a request to continue serving.
- vii. Where possible, special training and/or experience in the field applicable to the committee is desired.
- viii. Prior participation in Morrisville 101 is preferred.
- ix. Committee members may be removed by the Town Council for any reason (See Section 5. CONDUCT).

- b. Terms:
 - i. All terms shall be for two years.
 - ii. Residents may only serve on one Advisory Committee at one time.
 - iii. Qualified Extra-Territorial Jurisdiction applicants may be appointed in the same manner as residents.
 - iv. There are no term limits for members to be appointed to consecutive terms.
- c. Term Limits (Chair and Vice Chair positions):
 - i. The Chair and Vice Chair shall be appointed on an annual basis to a one- year leadership term.
 - ii. Any member appointed to the position of Chair OR Vice Chair shall hold that seat for no more than two consecutive terms (one year per term, two years total).
 - iii. Any member appointed to the position of Vice Chair and Chair (or Chair and Vice Chair) consecutively may only serve a maximum two terms per appointed office (two years each as Chair and Vice Chair, for a maximum total of four years). Exceptions to term maximums can be made at Town Council discretion.
 - iv. If elected to two consecutive terms per office appointment (four years), the member will then be ineligible to hold either the Chair OR Vice-Chair seat for a one-term (one year) period. Overall committee membership eligibility is otherwise unaffected.
- d. Senior Advisory Committee Only:
 - i. Applicants to the Senior Advisory Committee must be 55 years or older to be considered for appointment.
- e. Subcommittees:
 - i. Subcommittees of members of appointed public bodies are authorized but may not include members not appointed by Town Council or currently appointed members who have received an attendance warning letter (see section 6).
 - ii. Subcommittees must be formally established by vote of the committee membership, have a specific focus and work plan, and must be approved by the Town Manager (or designee) prior to beginning work.
 - iii. Subcommittees must consist of less than a quorum of committee members.
 - iv. A report of all work and actions of a subcommittee must be incorporated into the meeting agenda and presented to the committee for review and acceptance at each regular meeting.
 - v. All guidelines established in this policy, including Open Meetings and Public Records requirements, are applicable to subcommittees.
- f. Membership Exclusions:
 - i. Town of Morrisville employees, elected officials, or a spouse/partner of an elected official/Town of Morrisville employee are not eligible for appointment.
 - ii. Immediate family members (including parents, spouses, siblings, and children) may not serve on the same committee as a current appointee. There is no exclusion for appointment to separate committees.

3. OTHER APPOINTED BODIES

Town Council may establish supplemental ad-hoc committees by a majority vote to address a specific need or purpose. Appointment of members and charter provisions, including the duration of the committee and terms of service for committee members, will be adopted by Town Council resolution.

Ad Hoc Committees may, based on the purpose of the committee and at Town Council discretion, include specific expertise designations and/or non-residents.

4. ESTABLISHMENT OF NEW STANDING ADVISORY BOARDS OR COMMITTEES

A new Advisory Committee may be established by majority vote of Town Council. A charter to establish the name, type, and purpose of the committee will be developed and adopted by Town Council. The meeting date, time and frequency will be established by the inaugural committee members, with a minimum of six and maximum of twelve meetings annually. A lead department and support functions will be included in the charter.

Fifty percent (50%) of the initial appointments to an Advisory Committee shall be for a three-year term with two-year terms to follow and the remaining fifty percent (50%) of the initial members appointed shall be for two-year terms to establish alternating term expirations. Terms shall be determined by ballot vote of Council.

At the first meeting with a quorum the following shall occur:

- a. A meeting schedule shall be established.
- b. A Chair and Vice Chair shall be recommended to Town Council by a majority number of the present members.

5. CONDUCT

When participating in a committee meeting or activity or when conducting or discussing Town business (whether in person, via e-mail, social media, or other communication methods), members shall conduct themselves in an ethical and professional manner. Members are responsible for representing the interests of the Town and the committee which they have been appointed to. Members shall not advocate for personal interests or personal agendas that are not directly related to the committee's goals as established in the charter and workplan approved by Town Council.

The Appointed Public Bodies Administrative policy relates specifically to conduct associated with Town and/or Advisory Committee business and activities.

a. Meeting Conduct

- i. Meeting discussion and comments shall be focused on the topics and business outlined in the adopted meeting agenda. It is within the scope of authority and responsibility of the Chair/Vice Chair to redirect any meeting discussion not aligned with the adopted meeting agenda. Members shall be respectful of one another, staff, and guests and shall not participate in inappropriate behavior and/or disrupt the meeting.
- ii. Behaviors that could be considered inappropriate and/or could disrupt a meeting include, but are not limited to:
 - Speaking out of turn and/or interrupting others;
 - Speaking to topics not on the adopted agenda, including items addressed or resolved by the committee in a previous meeting, unless a majority of the members present wish to readdress the item;

- Speaking to topics previously addressed in the meeting, unless a majority of the members present wish to readdress the item;
 - Continuing discussion and debate after a majority of the committee members have expressed an interest in discontinuing discussion;
 - Disparaging or denigrating the opinions and views of other committee members. Courteous disagreement and discourse are appropriate and acceptable;
 - Engaging in inflammatory, hostile or threatening language or behavior towards others, including but not limited to cursing or use of explicit language, screaming, name calling, or use of derogatory terms;
 - Damaging or threatening to damage property; or
 - Causing or threatening to cause harm to others.
- iii. Nothing in this section precludes any Advisory Committee member from sharing ideas and information during the Public Comment Section or other appropriate segment of the meeting or requesting the addition of topics to future meeting agendas.
- b. Other Committee Activities and Communication:
- i. Advisory Committee members are expected to adhere to the guidelines set forth in the Appointed Public Bodies Administrative Policies any time they are attending a Town or Committee activity or are otherwise involved in representing or could be reasonably perceived to be representing the Committee.
- c. Reporting Inappropriate Conduct:
- i. It is the responsibility of any Advisory Committee Member or Town staff member who observes or is subjected to inappropriate or disruptive conduct by an Advisory Committee Member to address and/or report such conduct as soon as possible after the behavior is observed.
 - ii. If an Advisory Committee Member is alleged to have exhibited inappropriate or disruptive behavior or to have otherwise failed to adhere to the expectations outlined in this policy, the offending behavior should be reported to the Committee Chair and the Staff Liaison as a complaint. The complaint should be in writing (e-mail is acceptable) and provide as much detail as possible, including who may have witnessed the offending behavior.
 - iii. If the Committee Chair engages in inappropriate conduct, the offending behavior should be reported to the Staff Liaison.
 - iv. If the complaint is reported to the Staff Liaison, the Staff Liaison will notify the Town Manager within one (1) business day of receipt of the complaint.
 - v. If for any reason the person who observed or was subject to the offending behavior is not comfortable reporting the behavior to the Committee Chair or Staff Liaison, he/she may report it directly to the Town Manager.
- d. Complaint Communication, Investigation, and Resolution:
- i. The Town Manager is responsible for informing the Town Council of any complaint alleging a violation of this policy within one (1) business day of it being received.
 - ii. The Town Manager is responsible for communicating with the complainant

and the accused Advisory Committee Member during the investigation. The Town Manager may appoint a designee to review and/or investigate the complaint. The Town Manager or designee will:

- Provide the accused Advisory Committee Member of written notice (typically via email) of the complaint and keep the accused Advisory Committee Member informed as additional steps are taken toward resolution of the complaint.
- Written notice will be provided within five (5) business days of complaint receipt.
- Provide the complainant and the accused Advisory Committee Member with updates at least every fourteen (14) business days until the complaint is resolved.
- Provide updates to the Town Council at least every fourteen (14) business days until the complaint is resolved.

iii. The Town Manager is responsible for reviewing the complaint investigation to determine if the complaint is founded and if the complaint requires Town Council involvement in resolution.

iv. The Town Manager or designee:

- Will meet with the Committee Chair (assuming the complaint is not against the Committee Chair) and Staff Liaison to discuss the complaint and to determine if it can be resolved at the staff level. If the complaint is against the Committee Chair, The Town Manager or designee will meet with the Staff Liaison and Lead Department Director.
- May request written statements from any Advisory Committee Members and/or staff members who were involved in or who witnessed the alleged offending behavior.
- May request in-person meetings with any Advisory Committee Members and/or staff members who were involved in or who witnessed the alleged offending behavior.
- May review other information (including but not limited to meeting recordings, social media, and other materials) that is relevant to the complaint.
- May consult with the Town Attorney and other staff for assistance in determining if the complaint is founded.
- Will determine if the complaint is founded; i.e., the Town Manager will determine if there was a violation of this policy by the Advisory Committee Member as alleged in the complaint.
- Once the Town Manager or designee has completed their investigation, the complaint will be resolved as described below.

v. Resolution of the complaint will be based on the following guidelines:

- Any complaint that does not allege a criminal violation, does not call for suspension or removal of the offending Advisory Committee Member if founded, or does not include a request for removal of the offending Advisory Committee Member may be resolved at the staff level.
- Any complaint that alleges a criminal violation shall be reported to the Morrisville Police Department for investigation. The Town Manager will still have responsibility for addressing the complaint as described herein in a manner that does not interfere with any criminal investigation.

- Any complaint that, if founded, requires suspension or termination of the Advisory Committee Member's appointment or any complaint where the complainant requests termination of the Advisory Committee Member's appointment must be addressed by Town Council (see section "e" below).
- vi. If the complaint is to be resolved at the staff level:
- The Town Manager and Staff Liaison will meet with the Advisory Committee Member in-person to inform them of the outcome of the investigation and any complaint resolution action to be taken (if applicable). The Town Manager will provide the Advisory Committee Member with written notice of any disciplinary action taken.
 - The Town Manager will meet with the complainant and advise them of their finding and if any complaint resolution action will be taken. The Town Manager will not discuss specifics of any disciplinary action taken.
 - The Town Manager will meet with the Advisory Committee Chair and advise them of their finding and if any complaint resolution action will be taken. The Town Manager will not discuss specifics of any complaint resolution action taken.
 - The Town Manager will provide a summary report including the complaint resolution to Town Council.
- vii. If the complaint is to be resolved by Town Council:
- The Town Manager will provide Town Council with a written summary of the complaint investigation and the Town Manager's finding of either "founded" or "unfounded."
 - Complaints involving Advisory Committee Members do not constitute a personnel matter as described in NCGS §143-318.11(a)(6) and must be discussed in an open session at a Town Council meeting.
 - Town Council may choose to take any of the following steps for a founded complaint:
 - Accept the Town Manager's report and move to complaint resolution based on the Town Manager's finding.
 - Address the complaint as a full Council in an open meeting; this can include speaking with the complainant, the Advisory Committee Member alleged to have violated policy, and other persons with knowledge of the complaint.
 - Establish a three-member sub-committee to address the complaint outside of a full Council meeting with the sub-committee reporting back to the full Council with their findings and disciplinary recommendation.
 - Once Town Council has received all available information and has taken the steps they deem necessary to evaluate the complaint, they will vote in a public meeting to determine if they concur that a policy violation occurred.
 - If there is a majority vote to affirm a policy violation occurred, there will then be a second vote regarding complaint resolution.
 - If there is not a majority vote to affirm a policy violation occurred, then no further action is taken.

e. Complaint Resolution:

- i. The following complaint resolution actions may be utilized by the Town Manager or Town Council to address a founded complaint of offending behavior by an Advisory Committee Member:
 - Retraining on Appointed Public Bodies Administrative Policy – typically utilized when the offending behavior was related to a lack of understanding or a misunderstanding of the policy.
 - Written Warning – typically utilized when the offending behavior is not excusable based on a lack of understanding of the Appointed Public Bodies Administrative Policy but does not justify a suspension or termination. A written warning will identify the offending behavior, explain how the offending behavior impacted Advisory Committee operations, and clarify that future similar behavior by the Advisory Committee Member will result in suspension or termination.
- ii. The following complaint resolution actions require a majority vote by Town Council to address a founded complaint of offending behavior by an Advisory Committee Member:
 - Suspension – an Advisory Committee Member may be suspended from participation in meetings for a minimum of thirty (30) calendar days and a maximum of one-hundred-eighty (180) calendar days for offending behavior as described herein.
 - A suspension will be documented in writing and will identify the offending behavior, explain how the offending behavior impacted Advisory Committee operations, and clarify that future similar behavior by the Advisory Committee member will result in termination of the member’s appointment.
 - A suspension is typically issued (but is not limited to) when the offending behavior was either:
 - A single act that disrupted an Advisory Committee meeting or that created an uncomfortable work environment for one or more other committee members; or
 - A second instance of offending behavior previously addressed through retraining or a written warning as outlined in this policy.
 - A suspension by the Town Council may not be appealed. If an Advisory Committee Member refuses to accept a suspension, Town Council shall vote to terminate the Advisory Committee Member’s appointment.
 - A suspended member does not count for purposes of establishing a quorum.
 - Termination – an Advisory Committee Member’s appointment may be terminated if the Town Council determines by majority vote that there is a founded complaint and:
 - Advisory Committee operations will be significantly impeded if the Advisory Committee Member remains on the committee; or
 - The Advisory Committee Member has committed an ethical violation; or

- The Advisory Committee Member has committed an act that is deemed to be conduct unbecoming of a committee member; or
 - The Advisory Committee Member has previously been suspended for a violation of this policy; or
 - The Advisory Committee Member has been charged with a crime stemming from their action(s) alleged in the complaint.
- f. Other:
- i. If an Advisory Committee Member has their appointment terminated, for any reason it is at the discretion of the Town Council as to whether they restrict the member from serving on the same (or different) Advisory Committee for a period of time to be determined by Town Council.
 - ii. Any Town Council vote on complaint resolution action for an Advisory Committee Member shall be conducted as an action item in a Town Council meeting.
 - iii. Should Town Council wish to reconsider a complaint resolution action by the Town Manager, Town Council will assume responsibility for review of the complaint.

6. MEETINGS AND ATTENDANCE

a. Meeting Schedule:

- i. Each Public Body shall establish its own regular meeting schedule in accordance with approved Appointed Public Bodies Administrative Policy guidelines and to allow for appropriate Leadership Team Member and Lead Department coordination.
- ii. The Committee's regular schedule of meetings shall be adopted at the last meeting of an annual year, or as soon thereafter that a quorum is established. This meeting schedule shall be posted to the Town website in accordance with Open Meetings Law (see Section V.1.a NOTICE OF MEETINGS).
- iii. Subcommittee meetings shall comply with the same meeting guidelines as regular committees.
- iv. If a meeting is to be canceled, e-mail notice shall be provided as early as possible to all committee members and the Clerk's Office and shall be posted to the Town website and posted at the front door of the meeting location.

b. Quorum:

**This policy item does not apply to the PZB which is addressed in the Unified Development Ordinance (Article 2: Administration, Sect. 2.2 Review Authorities, 2.2.2. Planning and Zoning Board).*

- i. At least 50% of the appointed members, (MUST include the Chair OR Vice Chair), will constitute a quorum. Committee vacancies may affect quorum numbers.
- ii. If both the Chair and Vice Chair are not present, regardless the number of members present, a quorum cannot be met. Absent a quorum, no business shall be conducted. After fifteen (15) minutes from the posted and official start of a committee meeting, absent a quorum, the regularly called meeting cannot be held, and the minutes should state that "There was no quorum, so no official

meeting was held.” The minutes shall reflect both members in attendance AND any members absent.

- iii. If a quorum is not met at the time of the scheduled meeting:
 - Those members in attendance will be counted as present and not penalized.
 - Those members not present will be counted as absent, and the absence will be counted in accordance with Policy attendance guidelines.
- iv. If a quorum is not met, but a minimum of four (4) members are present (not including Chair or Vice Chair) and wish to discuss business that does not require a vote, they may proceed with discussion, with any business being affirmed at the next meeting for which there is a quorum.
- v. If a meeting is canceled in advance due to a known lack of quorum, lack of business, or any other reason it will not count as a meeting for the purposes of tracking attendance.
- vi. Committees experiencing a continued lack of quorum (i.e., three consecutive meetings), will trigger a review of the reasons for the lack of quorum and development of an action plan to remedy the quorum issue. This may include supplemental recruiting efforts, review of charter and review of attendance challenges. Lack of quorum for the meeting following bi-annual appointment cycles will not apply for the purposes of this subsection.

c. Special Meetings:

- i. Special meetings may be scheduled by a vote of the Committee in open session during another duly called meeting or by written notice from the Chair, Vice Chair or any two members submitting a written request to the Staff liaison serving the Committee at least seven business days prior to the proposed meeting date.
- ii. Special meetings are subject to Open Meetings Law and must be reported to the Clerk's Office immediately to ensure compliance.
- iii. Special meetings are to be posted and announced, including the date, time, location, and topic(s) of discussion, by the Staff Liaison at least 48 hours prior to the meeting. Announcement should be:
 - Posted on the front door of the meeting location (and regular meeting location if different); and
 - Provided to the email addresses on file for each of the Committee Members (that were not present at a meeting where a special meeting was approved by vote or to all members if the meeting was called by written notice) with a requested read receipt. If no read receipt is received, notification should be left at the member's usual dwelling place; and
 - Emailed to each newspaper, wire service, radio station, television station, and person who has filed a written request for such notification; and
 - Posted to the Town's website calendar; and
 - Emailed to Town Council, Senior Leadership Team, and Clerk's Office with requested read receipt.
- iv. Only those items of business specified in the notice may be discussed or transacted at a special meeting in accordance with North Carolina Open Meetings Law (see Section 1.)

- d. Attendance in General:
- i. Each member of a public body appointed by the Town Council is responsible for faithfully attending and actively participating in all regular meetings of that body. Any member who expects to be absent at an upcoming meeting shall notify the Staff Liaison in writing at least 24 hours prior to the meeting.
 - ii. Town Council may suspend attendance requirements for committees/members in the event of a declared State of Emergency (see Section 11. Meeting Rules of Procedure During a State of Emergency).
- e. Attendance Guidelines:
- i. The following guidelines outline attendance. If a member's absences reach the numbers below, they will be dismissed.
 - If the committee meets 12 times, four absences result in dismissal.
 - If the committee meets 8 to 11 times, three absences result in dismissal.
 - If the committee meets 7 or fewer times, two absences result in dismissal.
 - ii. The Staff Liaison will retain an ongoing attendance record utilizing provided software. Those members approaching the maximum allowable absences should be notified by the Staff Liaison as follows:
 - Two or less absences until dismissal – Courtesy Letter issued within two business days of meeting absence triggering notice.
 - One absence until dismissal – Warning Letter issued within two business days of meeting absence triggering notice.
 - iii. After verifying attendance records, the Staff Liaison shall provide notice to the Chair and Vice Chair. The Staff Liaison will notify the member of their dismissal within two business days of the absence triggering the dismissal. A copy of the notice shall be forwarded to the Clerk's Office and kept on file.
- f. Exceptions:
- i. Extraterritorial Jurisdiction Members, specifically:
For members appointed to represent the Planning and Zoning Board, the Wake County Board of Commissioners will be notified that the member has not maintained the standard for attendance and that the Town requests the member be replaced. The Clerk's Office will forward a recommendation for a replacement based on Council recommendation along with this notification.
 - ii. Exceptions to attendance guidelines may only be made by Town Council upon the request of a committee member. Exceptions may be made for additional absences incurred related to extenuating circumstances above the number of absences allowed. Council may grant exceptions at their discretion and may consult the Committee Chair, the Staff Liaison, and/or the Clerk's Office to make determinations.
 - Within 72 hours of receipt of the notice of dismissal, the committee member requesting an attendance exemption must request an exemption in writing (e-mail acceptable) to the Clerk's Office.
 - Only committee members with one complete year of service in which attendance requirements were completed are eligible to request an exemption.
 - Committee members must have demonstrated active participation and involvement in committee meetings and activities during other meetings.

Minutes of meetings illustrating committee participation in discussions and decisions of the committee shall be acceptable evidence of participation. Minutes illustrating attendance only shall not fulfill this requirement.

- The exemption request should include specific and detailed information about the dates and reasons for absences, as well as justification supporting an exemption request. A commitment and plan to reduce future absences must be provided.
- Town Council, in consultation with the Chair of the Committee and/or the Staff Liaison, shall review the request prior to the next meeting of the Committee and render a decision. The Clerk's Office will notify the committee member, Committee Chair and Staff Liaison of its decision.
- Committee members will only be authorized to receive one exemption during their tenure on any committee.

g. Resignation of Members:

Committee members who wish to resign their position shall submit a written notification or e-mail to the Staff Liaison, who shall forward notification to the Clerk's Office.

h. Two Year Workplan Cycle:

- i. Every two years, advisory committees will develop and propose a workplan for submission to Town Council for review and endorsement. Workplans shall be developed as soon as possible for each plan cycle following the completion of the year-end report.
- ii. A year-end report highlighting the Committee's efforts, successes, challenges, and opportunities as aligned with the workplan will be prepared by the committee for review and discussion with Town Council.
- iii. A joint meeting with Town Council may be scheduled annually during a scheduled committee meeting to discuss and share workplan goals, objectives, and progress.

7. AGENDAS AND MINUTES

a. Agendas:

- i. Agenda topics should be generated by the Committee in accordance with the adopted charter and workplan, with input from the Leadership Team Member and/or Staff liaison.
- ii. The Staff Liaison is responsible for compiling and posting the agenda using provided software.
- iii. Agendas for each meeting shall be posted to the Town website and provided to Town Council members no less than the Friday prior to the scheduled meeting.
- iv. Any pertinent or supplemental meeting materials must be attached to each relevant item within the posted agenda.
- v. The Clerk's Office will be responsible for official archival of all Committee agendas.

b. Minutes:

- i. Summary minutes of all meetings shall be maintained in accordance with

Open Meetings and Public Record Laws. All public body minutes shall be scheduled for approval by committee at its next regularly scheduled meeting. Once approved, minutes should be signed by the Chair or Vice Chair, scanned by the Staff Liaison to their respective Board or Committee folder, and submitted to the Clerk's Office to be maintained in the Town's archives.

- ii. Draft minutes should be prepared by the Staff Liaison, reviewed by the supporting Leadership Team Member, and emailed to Committee Members within seven (7) business days of the meeting, with the Deputy Town Clerk copied on the email.
- iii. The Clerk's Office will be responsible for official archival of all Committee minutes.

8. OFFICERS

**This portion of the policy does not apply to the PZB which is addressed in the Unified Development Ordinance (Article 2: Administration, Sect. 2.2 Review Authorities, 2.2.2. Planning and Zoning Board).*

- a. The recommendation of a Chair and Vice Chair to Town Council for the ensuing calendar year shall take place prior to the end of each year, or during the next closest regularly scheduled meeting. In the event a recommendation cannot be made, staff shall convene the next meeting and proceed with facilitating the recommendation of officers.
- b. It shall be the duty of the Chair to preside at all meetings and to sign all official papers.
- c. The Vice Chair shall perform the duties of the Chair in their absence.
- d. Whenever the Chair or Vice Chair term is vacated due to resignation, dismissal, death, or otherwise, a new Chair or Vice Chair shall be recommended to Town Council without undue delay. In the event both offices are vacated, staff shall convene the meeting and proceed with facilitating the recommendation of officers.

9. SUPPORT

The Lead Department(s) shall be as listed in each Committee Charter. In addition to the Lead Department(s), other Departmental Support will be as follows:

- a. The Clerk's Office, Communications and Outreach Department, and other Administrative staff shall provide support through the following functions:
 - i. Coordinate communication efforts, including meeting information and social media requests.
 - ii. Advertise to accept membership applications and provide to Town Council for consideration.
- b. Responsibilities of Lead Department(s):
 - i. Serve as primary point of contact for dissemination of information between committee members, Town Council and Town staff. To comply with Public Records law, all advisory committee information sharing shall be managed by the Leadership Team Member, Staff Liaison, or other authorized Town staff.
 - ii. Work with the committee to coordinate and post agendas by the Friday in advance of scheduled meetings (in accordance with Open Meetings Law, see Section V.1. STANDARD PROCEDURES).
 - iii. Prepare and publish a summary of minutes for meetings.

- iv. Ensure the meeting schedule is published.
- v. Advise the public body.
- vi. Work with the Leadership Team to provide public body requested departmental specific reports.
 - By request of the Lead Department to the Clerk's Office and filtered to the Senior Leadership Team, special reports can be presented to the Town Council during any regularly scheduled Town Council meeting.
- vii. Projects/Funding:
 - Committees shall coordinate all projects and/or funding requests with their Lead Department(s) by December for the following fiscal year. Funding for any projects shall be included in the Lead Department's annual operating budget request.

10. COMMITTEE RECRUITMENT AND APPOINTMENT

a. Recruitment/Appointment in General:

- i. Advertisement and recruiting for committee appointments will occur in Spring/Summer and Fall/Winter.
- ii. In the event any committee (excluding PZB) has two or more vacancies outside of the two planned recruitment and appointment cycles, Council will be asked to appoint committee members to fill the remainder of the unexpired term for any such vacancies. Additional advertisement and recruitment may occur for committees who do not have sufficient viable candidates on file.
- iii. All interested applicants must complete an official Town of Morrisville application, found on the Town's website. The Clerk's Office will provide appropriate support and accommodations to applicants who require assistance with processing and submitting their applications.
- iv. Town Council may also request additional/specific recruitment windows to broaden applicant pools.
- v. Appointment to a committee is made by a majority of Town Council members (4), by ballot vote, and approved by resolution at a regularly scheduled meeting.
- vi. All terms of office are for two calendar years effective from the date of appointment. Initial appointment terms may be set at two or three years. Town Council may adjust appointment terms at their discretion to allow for continuity of membership.
 - Exception: PZB where outlined in the UDO, for three-year terms. (Please see Article 2: Administration, Sect. 2.2 Review Authorities, 2.2.2. Planning and Zoning Board, C. Membership, Appointment, and Terms of Office).

b. Orientation and Training:

- i. New members will be notified of their appointment by the Clerk's Office within seven (7) business days of Town Council approval.
- ii. The Lead Department(s) Staff Liaison will contact the new member within ten (10) business days of approval to provide relevant meeting information (including schedule, meeting time, and meeting location), as well as provide training and orientation to the committee member.
- iii. New members are expected to begin their duties no later than the second

meeting after their appointment. Attendance criteria begin with the second meeting scheduled following appointment.

- iv. The Clerk's Office will provide annual mandatory orientation for all committee members and interested Town staff in January and August.
 - Topics will include but are not limited to, review of Appointed Public Bodies Administrative Policy, Open Meetings Law, Public Records Law, applicable North Carolina General Statutes, conflicts of interest/ethics, and Robert's Rules of Order. The Clerk's Office will provide timely notification and training following any policy revision(s) to ensure advisory committee members, Staff Liaisons, and Lead Departments are aware of any updates and/or additions.
- c. Non-Appointed Applicants:
 - i. Applications for those applicants not appointed to a committee will be maintained in an active status for one year following the initial receipt of application. At the start of each recruitment cycle, applicants will be contacted by the Clerk's Office to verify continued interest in serving and if so, will be included in the following recruitment process.
- d. Expiring Terms:
 - i. Current members must submit a new application to be considered for reappointment during the recruitment cycle immediately preceding the expiration of their term.
 - ii. Staff Liaisons shall provide written notice to any committee member of an upcoming expiring term at 60- and 30-day intervals prior to the term expiration.
 - iii. The Clerk's Office will inform all members with expiring terms of their status and the need to reapply via email and telephone during the recruitment process.

11. MEETING RULES OF PROCEDURE DURING A STATE OF EMERGENCY

- a. During periods covered by a federal, State of North Carolina, or local governmental unit official's declared State of Emergency that interferes with or makes regular meetings of Advisory Committees in person not practical, the members may be authorized to hold a meeting by electronic means.
 - i. The Advisory Committee Chair will be consulted by the Clerk's Office or Staff Liaison and determine when to move forward with a virtual meeting.
 - ii. All Open Meetings and Public Notice requirements for meetings remain in place during a State of Emergency.
 - iii. A quorum of the committee will be established through roll call at the beginning of the virtual meeting; all members will be required to be on camera assuming video is in use. The meeting will not be allowed to move forward absent a quorum.
 - iv. All voting for agenda items will be conducted via roll call.
 - v. Members who are unable to participate in a virtual meeting, shall not be penalized for absences, during the specified State of Emergency only.
 - Upon expiration of a State of Emergency, these provisions expire and return to regular policy rules.
 - Hybrid meeting options and other accommodations to these Administrative Policies to support the continued work of Advisory

Committee may be considered and implemented during a local state of emergency, only upon authorization of Town Council.

12. SOCIAL MEDIA

- a. Advisory Committee Members must recognize that any information they post on social media may be perceived as representative of the opinion(s) of the committee, Town Council, and/or the Town given their appointed position.
- b. To encourage public engagement and constructive dialogue, while maintaining the dignity and integrity of the Town and its Advisory Committee Members, the following best practices are intended to ensure that the use of social media by Advisory Committee Members is done in a responsible manner.
- c. Town of Morrisville Advisory Committee Members are expected to:
 - i. Use social media posts to share information and inform the public and to encourage public participation.
 - ii. Be honest and accurate when posting information, and quickly correct any mistakes, misstatements and/or factual errors in content upon discovery.
 - iii. Avoid policy or topical debate and discussion on social media platforms.
 - iv. Promote constructive dialogue and civic engagement.
 - Avoid undignified remarks on social media platforms and on others' social media platforms. Undignified remarks are those that "lack seriousness in manner, appearance or language."
 - Avoid discourteous remarks. Discourteous remarks include those that display "unpolished manners or disrespect for others."
 - Refrain from disruptive statements. A disruptive statement is one that contains profanity, commercial advertising, or content which is entirely off- topic.
 - Avoid personal attacks, which are disparaging remarks that attribute motives to a person's action. Statements of fact, or of your own opinion are generally not personal attacks. Consider whether liking, sharing, retweeting, or commenting on social media posts could be perceived as an official endorsement by the Town or the Committee.
 - Monitor personal social media accounts on which they identify themselves as members of a Morrisville Advisory Committee and be prepared to appropriately address and resolve situations that arise as a result of posting on those accounts.
 - v. If discussing committee or Town business, clarify with a statement for any such post: "Opinions on this account are my own and do not reflect the opinions of the Town of Morrisville."
 - vi. Advisory Committee Members are encouraged to reference the Town of Morrisville Elected Official Social Media Toolkit resource for further assistance with creating and managing social media platforms.

Policy Record of Changes

Version	Date	Enacting Resolution	Policy Change
1	April 23, 2013	2013-001	Original Policy Adoption
2	November 25, 2014	2014-058	Limit committee membership to Morrisville residents; revised quorum requirements to majority of filled positions (minimum of 3); implement semi-annual recruitment; subcommittee membership limited to members appointed by Council; online posting of agenda materials
3	January 26, 2016	2016-010	Corrected CBAP references to PMAC; Added: Conduct section, term limits for Chair/Vice Chair, agenda posting requirement, meeting cancellation process, appointment/recruitment/orientation/training of new members, calendar year to track absence; Clarified: absences, dismissal, quorum rules; Removed: excused vs. unexcused absence
4	February 9, 2016	2016-013	Excluded immediate family (parents, spouses, siblings, children) from serving on same committee as current appointee
5	May 8, 2018	2018-155	Limit members to serve on one committee at one time due to growing interest; Expanded Conduct section to provide examples/structure; Amended Attendance Section to require 75% attendance (allow three (3) absences per year for those with 11 meetings); Added: attendance exception at discretion of Town Council, rolling recruitment, formalized annual orientation
6	April 23, 2019	2019-82-0	Amended Membership Section to reflect specific criteria for MPEAC
7	May 26, 2020	2020-165-0	Created Meeting Rules of Procedure During a State of Emergency, providing Committees with structure to meet remotely under State of Emergency

8	November 24, 2020	2020-336-0	Removed: references to “Boards”, Board of Adjustment, other outdated elements; Clarified: authority/role of Council, staff, committee members, Chair/Vice Chair, individually and collectively; Added: annual meeting with council, provision of annual work plan, twice yearly reports to Council, bi-annual Council review of committee charters, reference of policy edit changes, provision to share agendas/meeting materials/minutes with Council; Amended: Council approval of Chair/Vice Chair selections, expanded guidance to establish/use subcommittees, established criteria/process for attendance exemption request
9	March 19, 2021	N/A	Quorum Policy Updated for clarification <u>Original</u> A majority (at least 50%) of the appointed members, (to include the Chair OR Vice Chair), will constitute a quorum. Committee vacancies may affect quorum numbers. <u>Updated</u> At least 50% of the appointed members, (to include the Chair OR Vice Chair), will constitute a quorum. Committee vacancies may affect quorum numbers.
10	June 28, 2022	2022-244-0	Minor clarification edits to reflect actual practice. Expanded Conduct Section to include a process for addressing complaints. Addition of Social Media Section
11	October 24, 2023	2023-372-0	Minor clarification edits to reflect actual practice. Update to two year workplan development cycle “At Council Discretion” exceptions added to appointment term lengths and Chair/Vice Chair guidelines. Update to the recruitment/orientation schedule.

			Added section providing guidance related to members with expiring terms. Added statement directing the Town Clerk to provide reasonable accommodations to applicants requiring assistance.
12	December 10, 2024	2024-358-0	Clarifying edits made to reflect current practices; deleted reference to sunset committees (MPEAC and PMAC); included UDO citation for PZB where applicable; defined Vice Chair role. Modified to replace Town Clerk with 'Clerk's Office'. Inclusion of rolling recruitment cycles, as needed, depending on Advisory Committee vacancies; clarified to appoint to remainder of unexpired term. Clarified/updated attendance requirements. Updated quorum rules to reflect count of present/absent members when no quorum is met.