Wake County Board of Commissioners
AMENDED Policy and Procedures for Advisory Board and Committee Appointments

Adopted ~~March 16~~July 6, 2026

BACKGROUND/JUSTIFICATION: The policy for *Procedures for Advisory Board Appointments* was originally adopted September 3, 1985 and most recently revised January 1, 2005. The Wake County Board of Commissioners met on January 29, 2009 in a work session and reviewed this policy. The Commissioners met on February 13, 2026 and June 2, 2026, for a Board of Commissioners Retreat to propose acceptance of the following as~~-~~ amended and revised per commissioner discussion and is submitted for approval by the Board of Commissioners.

The attached policy is more concise, category specific, and is intended to reflect current practices. Some statements that were outdated or no longer applicable were removed.

DEFINITIONS:

Member - defined as candidates who have been approved for appointment.

Boards and Committees – This term is intended to include all advisory boards, commissions, committees or authorities under the appointment authority of the Wake County Board of Commissioners.

Nomination Process – Addresses the simple nomination process and process of multiple nominations for one vacancy.

Voting Procedures – This addresses multiple nominations for one position.

Membership Terms – Addresses the standard term for each board and exceptions for terms that are more than the normal two years.

Attendance Requirement – Addresses attendance and the requirement of the submission of annual attendance reports.

Removal of Members from Boards and Committees – Addresses policy and authority for removing a member from a board or committee.

REVISED POLICY AND PROCEDURES FOR APPOINTMENTS TO WAKE COUNTY BOARDS, COMMISSIONS, COMMITTEES AND AUTHORITIES

WHEREAS, it is the statutory duty of the Wake County Board of Commissioners, as the Governing Body of Wake County, to appoint persons to various Boards and Committees to assist in the operation of county government, and

WHEREAS, the Board of Commissioners is desirous of appointing qualified, knowledgeable, and dedicated people to serve on the aforesaid Boards and Committees, and to that end solicits the interest and input of the citizens of Wake County in making said appointments.

NOW, THEREFORE, BE IT RESOLVED by the Wake County Board of Commissioners that the following is the revised policy and procedure for making appointments to Boards and Committees, which supersedes any former policies or addendums relating to appointment procedures.

Section 1. Eligibility for Appointment

A. Any person appointed to a Board or Committee must be a resident of Wake County (unless serving as a Wake County employee in a job-related capacity.)

B. It is the policy of the Wake County Board of Commissioners to encourage a wide array of citizen participation and varied input into County Boards and Committees and into county policy and government in general. To that end, the Board of Commissioners will not appoint an individual to more than one Board or Committee. However, under exigent circumstances, the Board of Commissioners may waive this rule if the Board of Commissioners, in its discretion, determines that waiving this provision is in the best interest of the County and its citizens.

C. Notwithstanding the foregoing paragraph B. above, no individual may serve in more than two (2) appointed positions at the same time unless there is an applicable exception provided by state or federal law.

D. All appointments will be made according to the Appointment Statute or Ordinance that created that Board or Committee.

E. To be appointed to a County Board or Committee, an individual must be nominated by a Commissioner and receive the votes of at least a majority of the entire membership of the Board of Commissioners, or a majority of a quorum present.

~~F.~~ County employees may serve on any advisory board where appointments are made by the Board of Commissioners, including special study committees appointed for the purpose of recommending funding or policy. This policy allows County employees to serve in an ex-officio capacity on any of the above advisory boards when required by

law, or when such service is deemed by the Board of Commissioners to be in the best interests of the County. When serving in this capacity as part of their job, County employees are not eligible for stipend payments.

F.

Section 2. Nomination Process

A. Nominations and appointments to Boards and Committees shall appear, as appropriate, on the agenda for the first regular business meeting of each month; however, the Board of Commissioners reserves the right to deviate from this schedule as noted in the exceptions below. Whenever a vacancy arises on a Board or Committee that requires the appointee to reside in a specific district, the Deputy Clerk shall first notify the Commissioner representing that district as well as the Commissioner serving as the liaison to that respective Board or Committee, of the vacancy.

B. If an appointment is being considered to a Board or Committee which has both regular and alternate members, the Board of Commissioners should elevate alternate members who are currently serving and in good standing to regular status, and appoint new members to alternate status, unless the Board of Commissioners states a reasonable position to do otherwise on a case-by-case basis.

C. The Vice Chair, with the assistance of the Deputy Clerk, shall be responsible for maintaining a list of vacancies and providing such to all board members, along with copies of applications received from community members for the relevant board, the current roster of that board's members, and any other relevant information. Individual Commissioners shall notify the Vice Chair and the Deputy Clerk when they wish to nominate/recommend a person for a vacancy. When more than one recommendations is received from ~~Commisioners~~Commissioners for one vacancy, ~~are received from Commissioners for more than one applicant,~~ the Vice Chair will be responsible for determining which applicant has a majority of the board's support. A final list of preferred applicants for each vacancy ~~and reappointment~~ shall be provided by the Vice Chair to staff to be included in the next appropriate regular meeting for approval by the board in a singular motion.

~~The Vice Chair shall be responsible for maintaining a list of vacancies and gathering information on potential nomination for appointments to those vacancies. The Vice Chair, after consultation with any other board members who wish to have input into potential nominations, shall prepare a list of nomination for presentation at the next appropriate and available regular meeting to the full board in one motion.~~

~~Any member of the board shall have the right to move to divide the motion of the Vice Chair as provided in Section 3(A) below. If the motion to divide appointments passes, the moving board member shall have the right to make a nomination or nominations from the floor for one or more particular appointments, and if that occurs, that particular appointment(s) will be voted on by the board separately.~~

~~B.~~

Section 3. Voting Procedures

A. To be appointed to a Board or Committee, an individual must receive the votes of at least a majority of the entire membership of the Board of Commissioners, or a majority of a quorum present.

B. Advisory board appointments will be approved through a single motion presented by the Vice Chair, followed by a second from a Commissioner. If any Commissioner desires to divide the motion and consider an appointment separate from the original motion, that Commissioner may make a motion under the Wake County Board of Commissioners' Rules of Procedure Rule 11(5) and the moving Commissioner shall state specifically which Board or Committee and seat on that Board or Committee is to be considered by a separate vote. If the motion to divide passes, that particular Board or Committee and the specified appointment shall be considered and voted upon separately.

Section 4. Membership Terms

A. Except in extraordinary circumstances or where otherwise restricted by legislative authority creating or authorizing the creation of County Boards and Committees, it shall be the policy of the Board of Commissioners of Wake County that terms of membership on County Boards or Committees shall be for two years. No member shall serve more than three (3) consecutive terms (6 years) or a total of five (5) terms (10 years) in any one appointed position. For appointments to Boards or Committees which are regulated by statute, the terms of those Board or Committee members will be as provided by the applicable enabling statute. For statutory Boards or Committees with a three (3) year term, no member shall serve more than three (3) terms (9 years total) unless otherwise provided by law. For statutory Boards or Committees with a four (4) year term, no member shall serve more than two (2) terms (8 years total) unless otherwise provided by law. For statutory Boards or Committees with a five (5) year term, no member shall serve more than two (2) terms (10 years total) unless otherwise provided by law. An individual whose initial appointment is to fill an unexpired term or an initial staggered term of less than two years, shall be eligible to serve the number of full-length terms other members are eligible to serve, unless, prior to the time for reappointment that individual has already served six consecutive years.

This policy may be waived, by suspension of the rules, if the Board of Commissioners determines that the removal of a number of individuals made ineligible by this statute would be detrimental to the functioning of that board or committee or if, in its discretion, it would be in the best interest of the County and its citizens to waive the term limits. Exceptions to two-year terms are attached to this document.

B. Effort should be made when creating new Boards and Committees and with existing Boards and Committees to consolidate expiration of terms for members to expire at one time during each quarter of each year.

C. Creation of new Boards and Committees shall be by ordinance or resolution adopted by the Board of Commissioners. Any newly-created Boards and Committees shall have a clearly defined purpose and role, and its members shall have clearly structured and defined terms.

D. To ensure continuity and effective knowledge transfer, the Board of Commissioners may consider reappointments when necessary to preserve institutional expertise. However, reappointments should not occur solely due to the absence of new recommendations; the process should prioritize both maintaining critical experience and encouraging fresh perspectives.

Section 5. Attendance

A. Upon appointment, new and reappointed members are required to attend, in any calendar year, at least ~~75%~~three fourths (3/4ths) of the scheduled meetings of the

board or committee to which they are appointed. Failure to attend at least ~~75%~~three fourths (3/4ths) of such scheduled meetings in any calendar year shall constitute cause for removal by the Board, ~~if the individual refuses to resign~~barring any extenuating circumstances. For purposes of this paragraph, required meetings for the Board of Adjustment shall not include site visits. The chair or advisory board liaison of each board or committee shall make regular reports to the Deputy Clerk of the Board of Commissioners on membership attendance. For all other boards, ~~commission~~commissions, ~~committee~~ committees, or ~~authority~~authorities, the chairs are requested to make such reports regarding the attendance of members appointed by the Board of Commissioners.

B. Members must be present for at least 50% of a meeting in order to be counted as being present at that meeting.

C. By-laws adopted regarding attendance may be more stringent but must be in compliance with the minimum attendance requirement as set forth by the Board of Commissioners.

D. Persons appointed to the Adult Care Home Community Advisory Committee and the Nursing Home Community Advisory Committee shall comply with the attendance requirement as outlined in the General Statutes governing them.

Section 6. Reappointment Procedure and Expectations

A. Any person who desires to be reappointed to a Board or Committee shall first submit a Request to Be Reappointed Form which shall be available from the office of the Clerk to the Board. To be eligible for reappointment, this form shall be filed with the Clerk, and it must include a reflection about the member's prior service on the board or committee. ~~,~~ The reflection shall include the member's contributions to the work of the board or committee in the prior term or terms and include a brief description of what the member hopes to accomplish in another succeeding term on the board or committee. Failure to return this form will result in the member being ineligible for reappointment.

Section 7. Removal of Members from Boards and Committees

A. The Board of Commissioners reserves the right, at any time and for any reason, to remove any member of any Board or Committee when a motion for removal receives the votes of at least a majority of the entire membership of the Board of Commissioners, unless otherwise provided for by applicable law.

Section 8. Ethics and Conflicts of Interest

A. Each newly appointed person will receive a copy of the current Wake County Board of Commissioners Ethics Policy as amended, and which was originally adopted on December 2, 1985.

B. Board and Committee members are solely responsible for making contact and conferring with the County Attorney with concerns of Conflicts of Interest prior to voting on such matters. Board members are expected to refrain from any participation, including voting, deliberation or voting in any matter coming before a board or committee upon which they sit where in the member's opinion or in the opinion of the County Attorney, a conflict or potential conflict of interest may exist.

~~B.~~

Section 9. Administrative Procedures

A. Appointments and reappointments of Board or Committee members will be coordinated by the Deputy Clerk to the Board of Commissioners having direct contact with the Board or Committee chairperson and/or staff liaison. The Board or Committee chairperson and/or the staff liaison shall notify the Deputy Clerk to the Board of Commissioners of any discrepancies in the upcoming vacancy report received. They shall also notify the Deputy Clerk to the Board of Commissioners in writing of any resignations.

B. Wake County's Website, wake.gov, will host information on each Board or Committee which will be updated regularly. Information on each Board or Committee shall include the function or purpose of the Board or Committee, regular meeting dates, times, and location, as well as the current membership list with their term dates.

C. Sixty (60) days prior to the expiration of an appointed term, a notice will be sent to each person eligible for reappointment requesting information on his or her interest in continuing to serve.

D. Applications to serve on a Board or Committee must be submitted a minimum of 14 days prior to the Board of Commissioners' meeting when the appointment will be considered. Applications submitted for appointment consideration to any Board or Committee will remain on file for twelve months from the online completion date. (Applications for Appointments are Public Record.)

E. The Deputy Clerk to the Board of Commissioners shall provide copies of applications to Board and Committee chairpersons and/or staff liaisons upon request. After the chairperson and/or staff liaison have reviewed the applications, he or she will notify the Deputy Clerk to the Board of Commissioners, in writing (to include e-mail), of any recommendation for appointment, if they so desire.

F. The agenda item for appointments to Boards and Committees will be prepared by the Deputy Clerk to the Board of Commissioners, or designee, and provided to the Board of Commissioners as part of the agenda package for the regular meeting. The agenda item will include the name of the Board or Committee, its purpose, membership criteria, number of vacancies, applicant information, and current membership information.

G. Applications received after the agenda package has been prepared for distribution to the Board of Commissioners will not be considered in that month's appointment process but will be filed and submitted to the Board at the next appropriate time.

H. Following the regular Board of Commissioners meeting where appointments have been made, individuals who were appointed or reappointed will be contacted notifying them of their appointment. Individuals will be notified when their term expires along with an expression of appreciation for their years of service to Wake County.

I. Only candidates whose applications are approved and who are selected for service will be contacted. Those not selected will not receive further communication.

J. Minutes of Board and Committee meetings will be maintained by the assigned staff liaison to said Board or Committee. Said minutes are to be kept in accordance with guidelines as provided in the Wake County Records Retention Policy.

K. The Deputy Clerk to the Board of Commissioners will maintain a file copy of all appointment records of Boards and Committees in the office for public inspection.

Section 10. General Provisions

A. The Board of Commissioners reserves the right to deviate from any portion of this policy if, in the judgment of the Board of Commissioners, deviation is necessary and prudent and in the best interests of Wake County and its citizens.

Section 11. Effective Date

This policy becomes effective on September 1, 2026

ADOPTED this the ~~1~~6th day of ~~March~~July, 2026.

Wake County Board of Commissioners Appointment Policy Originally adopted September 3, 1985.

Revised February 23, 1987.

Revised January 1, 2005.

Revised Policy and Procedure Adopted May 4, 2009.

Revised Policy and Procedure Adopted ~~March 16, 2026~~ July 6, 2026.

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Attachment to Appointment Policy

Updated Citizen Boards and Committee Terms

- Adult Home Care Community Advisory Committee – 2 years
- Agriculture Advisory Board – 2 years
- Alcoholic Beverage Control Board – 3 years
- Alliance Health – 4 years
- Board of Adjustment – 3 years
- Capital Area Workforce Development – 2 years
- Centennial Authority – 4 years
- Domestic Violence Fatality Review Team – 2 years
- Durham and Wake Counties Research and Production – 3 years
- Energy Advisory Commission – 2 years
- Fire Commission – 2 years
- GoTriangle Board of Trustees – 4 years
- Greater Raleigh Convention and Visitors Bureau – 2 years
- Health and Human Services Board – 4 years
- Historic Preservation Commission – 2 years
- Housing Authority – 5 years
- Industrial Facilities and Pollution Control Financing Authority – 6 years
- Jordan Lake One Water – 3 years
- Jury Commission – 2 years
- Juvenile Crime Prevention Council – 2 years
- Library Commission – 2 years
- Nursing Home Community Advisory Committee – 2 years
- Open Space and Parks Advisory Committee – 2 years
- Planning Board – 2 years
- Raleigh Durham Airport Authority – 2 years
- United Arts Grants Panel – 2 years
- Upper Neuse River Basin Association – 1 years
- Water Partnership – 2 years
- WakeMed Hospital Board of Directors – 5 years
- Wake Technical Community College Board of Trustees – 4 years