



# Town of Clover

## BOARD AND COMMISSION APPOINTMENT POLICY

### **Introduction**

Service on Town boards and commissions is one of the principal means by which citizens can participate in the conduct of local government. Volunteers may serve in a variety of capacities and are encouraged to look for opportunities which will allow them to share their experience, skills and talents, while offering a meaningful and rewarding experience for the volunteer.

One of Town Council's most important responsibilities is that of appointing citizens to serve on boards and commissions. Boards and commissions exercise a number of advisory, administrative and quasi-judicial powers and functions that are essential to the operation of town government. Boards and commissions are created and enabled in different ways. Some are required by the State of South Carolina and some are created by Town Council. Terms of office and qualifications for office vary as well. Most terms, however, begin and expire at the end of the year.

Members must be appointed by the Town Council to the following volunteer boards and commissions: Planning Commission, Board of Zoning Appeals, Construction Board of Appeals, Architectural Review Board, Economic Development Board, Gallery 120 Board and Clover Housing Authority Board.

### **Purpose**

The purpose of this policy statement is to develop a preferred process for council to follow for the board and commission appointments to ensure that boards and commissions are composed of capable, dependable and effective members; citizens have proper notice and the ability to apply for open seats; and all council members operate under the same process. Additionally, this written process will clearly outline for citizens the process the council uses for such appointments. The town council may decide to waive, vary, or otherwise modify the process outlined in this policy.

### **General**

No person shall be eligible to apply for board/committee seats unless he/she is a resident of the Town, with the exception of the Economic Development Board and Gallery 120 Board.

Additional training may be required in order for applicants to serve, e.g. planning and zoning training required by the State of South Carolina. It is recommended that the applicant attend at least one meeting of the board or commission they would like to be appointed to serve.

While this policy was written primarily to address the annual appointment of members to boards and commissions, it will also be used as a guideline for filling unexpired terms of office should a member resign or be removed from service before the term expires.

### **Recruitment and Application Process**

In October of each year, the Town Clerk shall notify all appointed volunteers whose terms expire December 31 of the same year, informing them that they must submit a completed application if they wish to be considered for reappointment.

The Town Clerk shall advertise a Notice of vacancies at Town Hall and in the *Clover Leaf* newsletter and on the Town's website and Facebook pages. This Notice shall specify the vacancies for all boards and commissions, and will set forth the details regarding the application procedure and the deadline for receipt of applications.

In order to be considered by the Council, a new member must file an application with the Town Clerk by the due date set forth in the Notice.

### **Selection and Appointments**

The Town Clerk will distribute copies of all applications to council members in mid-November. Unless otherwise directed, the council as a whole shall consider all applications received for appointment to all boards and commissions, and shall make such appointments as it deems appropriate in December of each year.

*Reappointment of Current Members.* It is typical that board members who are performing satisfactorily be reappointed. In determining performance, the Board/Commission Chair and Town Administrator shall prepare a recommendation to the Town Council considering the following performance standards:

1. Attendance. It is expected that the members understand the commitment required and attend meetings. Members which have been absent for 25% or more of regular meetings should not be considered for reappointment. Extenuating circumstances, such as sickness, may be considered.
2. Effort. Members who have not become knowledgeable about their duties, or who have failed to comply with required training and/or continuing education should not be considered for reappointment.
3. Professionalism. While differences of opinion are anticipated and encouraged, and members must be allowed full voice, members are expected to be civil, and observe recognized rules of order and procedures. Members who are quarrelsome, disruptive, and/or use their authority inappropriately should not be considered for reappointment.

*Appointment of New Members.* Council may consider the following criteria:

1. Service on other board, commission or committee with the Town or other government or non-profit.
2. Background. Education, experience, business, profession or occupation which qualified him/her for serving.
3. Commitment. Effort should be taken to verify that the candidate is aware of the time commitment to prepare for and attend meetings and training sessions.
4. Potential Conflict of Interest. Candidates should be queried concerning possible conflicts between the appointment sought and business or other possible conflicts.
5. Recommendation by Board or Commission Chair and/or Town Administrator.

A member of Town Council may request that the applicant(s) for a seat on a board or commission be interviewed by the Council so long as the request is received by the Town Clerk within 5 days of receiving the applications. Upon receiving this request, the Town Clerk shall schedule a special meeting for the interview(s).

The Town Clerk will follow up in writing to all applicants to advise them of their appointment status after the council has voted on the appointments. Applicants will also be required to attend the first Town Council meeting following their appointment to be sworn in.

*Filling Unexpired Terms.* Applications not selected and applications received after the due date will be kept on file in accordance with record retention schedule and will be considered when vacancies arise during the year.

*Recognition of Outgoing Members.* The Town Clerk will prepare a recognition in appreciation for the outgoing member's service. Outgoing members will be invited to attend a Town Council meeting to be recognized.

*Policy Adopted 12-12-16 and effective 1-1-2017*