

The policy of the Town of Selma governing appointments to various boards, commissions, committees, or authorities made by the City Council is as follows:

- A. Any citizen of Selma is eligible to serve on the appointed boards, commissions, committees, or authorities of the Town where such appointment is not prohibited by State statute.
- B. All appointments will be made according to the Appointments Statute or Ordinance that created that board, commission, committee, or authority.
- C. No citizen may serve in more than two appointed positions unless exempted by nature of the position he or she may hold in Governmental Service.
- D. No citizen may serve more than three (3) consecutive terms or a total of ten (10) years in any one position. This policy may be waived if the City Council determines that the removal of a number of individuals made ineligible by this statute would be detrimental to the functioning of that board, commission, committee, or authority.
- E. If an appointee has unexcused absences that constitute more than 25% of the Board meetings in any calendar year that he or she is required to attend pursuant to his or her appointment, he or she is obligated to resign. Excused absences are defined as absences caused by events beyond one's control. If the individual refuses to resign, he or she may be dismissed by action of the City Council subject to state or local law. A calendar year is to be defined as a 12-month period beginning on the date of appointment.

Procedures for filling vacancies for appointed positions:

A. Notification of Available Appointments

- 1. A list of available positions stating terms of office, requirements for office, and duties of positions will be published in a newspaper of Johnston County thirty (30) days prior to the month of appointments being made. This procedure will be carried out by the Clerk.
- 2. Thirty (30) days prior to the terms expiration, the Clerk will mail a notice to each person who is eligible for reappointment requesting information on his or her interest in continuing to serve. If a resume is not on file, one will be requested at this time. If an individual is not eligible for reappointment, he or she will be notified and given reason for being ineligible.
- 3. If, because of policy or otherwise, an individual is unable to be reappointed, he or she will be sent a letter of appreciation by the Mayor at the expiration of his or her term thanking him or her for the past services rendered.

B. Selection process

- 1. Prior to the date a vacancy occurs, all resumes of applicants for a particular position will be given to the City Council. The Clerk will check each for eligibility.

2. A list of all names submitted will be sent to all City Council members with those who are ineligible noted and the reasons for ineligibility given.
3. The Clerk shall be given a copy of the information to be placed on the agenda as the "Appointments" for action at the next meeting of the City Council.

C. Notification of Appointment

The Clerk shall prepare a letter of notification to the appointee and a copy to the affected board, notifying each of the appointment. This letter will include a congratulation statement, the time, date and place of the first meeting he or she is to begin service; and when and where he or she is to be sworn in, if this is required.

- D. The clerk shall require the appointee to certify that he or she has read and understands Section 1., subparagraph E., of the Resolution for Establishment of Policy and Procedures for Appointments to Selma Boards and Committees. The Clerk shall mail a self-addressed, stamped envelope for the convenience of the appointee in returning the signed affirmation of understanding.

E. Resumes

All resumes received shall be retained for at least two (2) years. Resumes shall be kept on file for all active appointees. All of the above data shall be maintained as confidential for City Council use only.