

**RULES OF PROCEDURE FOR THE
BOARD OF COUNTY COMMISSIONERS OF
HARNETT COUNTY, NORTH CAROLINA**

Rule 30. Appointments.

The Board shall fill County Commissioner vacancies in accordance with G. S. 153A-27. The Board shall fill a Register of Deeds vacancy in accordance with G. S. 161-5 and a Sheriff vacancy in accordance with G. S. 162-5. The Board shall use the following procedure to make appointments to fill vacancies in other Boards, Commissions, and Committees over which the Board has power of appointment.

- (a) Any U. S. citizen who is a resident of Harnett County is eligible to serve on appointed Boards/Commissions/Committees of the County where such appointment is not prohibited by state statute.
- (b) All Board members must maintain residence in Harnett County while serving on said Board.
- (c) All appointments will be made in accordance to the Statute or Ordinance that created the Board/Commission/Committee.
- (d) No citizen may serve more than two appointed positions simultaneously.
- (e) No citizen may serve more than two consecutive terms on any Board/Committee/Commission unless the term is 3 years or under. No member of any Board/Committee/Commission may serve more than 6 consecutive years.
- (f) If a person is appointed to fill someone's unexpired term and serves less than half of a full term, he/she is eligible to serve two full terms.
- (g) If an appointee has unexcused absences which constitute more than 25% of the Board meetings in any calendar year which 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 Board of County Commissioners subject to state or local law. A calendar year is to be defined as a 12-month period beginning on the date of appointment.
- (h) Each County Commissioner will have available to him or her a binder containing a list of all county appointments, with the following data provided:
 - Name of the board, commission, committee, or authority
 - Brief on the functions
 - Statute or cause creating board, commission, committee or authority

- Number of members and terms of office
- Current members and terms of office, including number of terms serviced
- Regular meeting day, time, and location, if determined

(i) Procedures for filling vacancies for appointed positions:

1. Notification of available appointments

- A. A list of available positions stating terms of office, requirements for office, and duties of positions will be published in the newspapers of Harnett County thirty (30) days prior to the month of appointments being made. This procedure will be carried out by the Clerk to the Board of County Commissioners.
- B. Thirty (30) days prior to the terms expiring, the Clerk to the Board will mail a notice to each person who is eligible for reappointment requesting information on his or her interest in continuing to serve. If an application 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.
- C. 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 Chairman of the Board of Commissioners at the expiration of his or her term thanking him or her for the past services rendered.

2. Selection Process

- A. Six (6) days prior to the date a vacancy occurs, all applications for a particular position will be given to the County Manager. The Manager will check each for eligibility.
- B. A list of all names submitted will be sent to all Commissioners with those who are ineligible noted and the reasons for ineligibility given.
- C. The Clerk to the Board 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 County Board of Commissioners.

3. Notification of Appointment

- A. The County Manager shall prepare a letter of notification to the appointee and a copy of 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 be sworn in, if this is required.

- B. The County Manager shall require the appointee to certify that he or she has read and understands Rule 30. Appointments section of “Rules of Procedure for the Board of County Commissioners of Harnett County, North Carolina”. This section states policy and procedures for appointments to any County board, commission, committee, or authority. The County Manager shall mail a self-addressed, stamped envelope for the convenience of the appointee in returning the signed affirmation of understanding.

4. Applications

All applications received shall be retained for at least two (2) years. Applications shall be kept on file for all active appointees. All the above data shall be maintained as confidential for County Board of Commissioners’ use only.