

Town of Kure Beach  
General Policy and Procedures for Committees

I. General Policy Regarding Committees

A. The Kure Beach Town Council is responsible for the creation and management of all ad hoc and standing committees and boards of the Town. The Town Council will fix the membership number of each committee unless otherwise prescribed by statute.

B. It is the policy of the Kure Beach Town Council that all committee membership will represent a cross section of the Town of Kure Beach to the extent possible consistent with the goals and operations of the committee.

C. All committees or boards required by the N.C. General Statutes will perform the duties and functions required by the statutes. Anything in this policy relating to such committees is superseded by the statutory requirements.

D. Committees and appointees thereto must uphold Town policies pertaining to the committee. The Kure Beach Town Council may, at its discretion, replace any committee member who violates town policies or conducts themselves in any way detrimental to the Town or the purpose of the committee.

E. All committees and boards, unless required by statute, are ad hoc and serve at the pleasure of the council.

F. The Kure Beach Town Council may waive, at the discretion of council, any policies or procedures herein set forth.

II. Committee Membership

A. Except as noted below, any full time resident of Kure Beach is eligible to serve on appointed committees, boards and commissions.

B. No person may be appointed to, serve on, or in any way be associated with any committee if that person has an unpaid financial obligation to the Town.

1. Such obligations include past due taxes, water and sewer and related fees more than 60 days in arrears, unpaid citations unless under contest or other obligations as may be determined by the Town.

2. A resident or property owner becomes eligible to serve upon certification by the Town Finance Officer or Town Clerk that all financial obligations to the Town of Kure Beach have been satisfied.

C. No person may be appointed to or serve on any committee except upon submittal of proper application and appointment by a vote of the Kure Beach Town Council.

D. No person may serve upon more than three committees at one time nor serve as chairperson of more than one committee.

E. Each committee of the town is requested to prepare and submit to Town Council a list of minimum requirements for committee membership. The Town Clerk will maintain such lists as approved by the council. Each committee may update the requirements periodically as needed.

F. Requirements of this section notwithstanding, any person serving on an appointed committee, board or commission at the time this policy is adopted, may serve out the term of appointment.

### III. Committee Terms and Vacancies

A. All committee appointees will serve a term fixed by the Kure Beach Town Council. A schedule of such terms shall be maintained by the Town Clerk.

B. Committee members are required to attend all regularly scheduled committee meetings unless excused by the committee chair or a vote of the committee. Three unexcused absences shall be deemed a resignation from the committee and reported as such to the Kure Beach Town Council. Vacancies resulting from such absences shall be filled according to the procedure listed below.

C. The chair of each committee shall report all committee vacancies to the Town Clerk who is hereby authorized to advertise for volunteers to submit applications to serve on town committees.

D. Vacancies on committees will be filled by the following procedure:

1. Ad hoc committees established by the Kure Beach Town Council:

a. Applications received by the clerk will be forwarded to the appropriate committee and Town Council members for review. All applications shall be retained for a period of one (1) year.

b. Incumbent committee members will interview applicants at a regularly scheduled meeting of the committee in open session.

c. In open session, committee members will, by vote of the committee, select two applicants for each vacancy to forward to Town Council for consideration.

d. Town Council will, by vote of the council, approve one applicant for each position. The Town Council may reject any and all committee recommendations and appoint any qualified person to fill any committee vacancy.

2. Committees required by N.C. General Statute:

a. Committees covered by this section include the Kure Beach Board of Adjustment, the Kure Beach Planning and Zoning Commission and the Kure Beach Stormwater and Environment Committee.

b. Applications received by the clerk will be forwarded to Town Council members for review. All applications shall be retained for a period of one (1) year.

c. Town Council members will interview applicants at a properly scheduled meeting of the Council in open session.

d. Town Council will, by vote of the council, approve one applicant for each position.

### IV. Committee Responsibilities

A. Committees, commissions or boards established by state statute will perform the duties and functions required by the statute.

B. Committees shall organize themselves by electing a chairperson and secretary.

C. Committees shall conduct regularly scheduled meetings, open to the public, with meeting minutes and actions recorded.

D. Committees shall diligently pursue the objectives or tasks assigned by the Town Council and shall regularly report to the Town Council on the progress of their work.

E. Annually, committees shall prepare and submit to the Town Council a budget for their projected initiatives. (See VI below.)

F. Committees shall at all times conduct their business with proper decorum and with due regard to the greater good of the Town of Kure Beach.

G. Committees shall, at the beginning of each calendar year, submit to the Town Clerk a list of all current committee members, member contact information, terms of office of each member and the regular meeting date, time and location.

#### V. Conflicts of Interest

A. If a committee member has a financial, personal, or employment related interest in an issue that comes before the committee, that member shall notify the committee chair and committee members of such interest and be excused from voting on the matter.

B. Any question relating to a potential conflict of interest should be referred to the Kure Beach Town Attorney for advice and counsel.

#### VI. Committee Budgets and Expenditure of Funds

A. At the beginning of each budget cycle, committees shall submit to the finance commissioner a budget for the coming year. Such budgets should include all expected expenditures and a recommended source of funding whether it be receipts for expected activities, grants or the revenue of the Town.

B. No committee may expend funds except upon approval of the Finance Officer or the issuance of a proper purchase order or contract by Town staff. All town procedures and state requirements in the solicitation of bids and the issuance of purchase orders or contracts shall be followed.

C. Committees shall not financially obligate the Town except as authorized by an approved appropriation or purchase order properly approved and executed.

#### VII. Committees and the North Carolina Open Meetings Law

A. All committees, commissions and boards of the Town of Kure Beach are subject to the North Carolina Open Meetings Law. Committees may conduct special meetings but such meetings must be advertised as required by North Carolina General Statutes.

B. It is the intent of Kure Beach Town Council that the Town Council of Kure Beach and all boards, commissions and committees of the Town of Kure Beach will comply with the letter and spirit of the Open Meetings Law. It is the express policy of the Kure Beach Town Council that no committee, commission or board appointed by the Town Council shall conduct any "closed" or "executive" session.

C. All committees, boards and commissions of the Town of Kure Beach will conduct regularly scheduled meetings, open to the public, with meeting records and minutes taken.