

## RESOLUTION 20-01

### RESOLUTION OF THE TOWN OF HOLDEN BEACH, NORTH CAROLINA CONCERNING THE PROCESS AND FORMAT FOR BOARD OF COMMISSIONERS' REQUESTS FOR RECOMMENDATIONS FROM ADVISORY BOARDS/COMMITTEES AND THE RECOMMENDATIONS RECEIVED

THE LET IT BE KNOWN THAT:

WHEREAS, the Town of Holden Beach, NC is a small barrier island community with a full-time resident population of less than one thousand people;

WHEREAS, many important tasks and functions critical to the continued successful operation of the Town's business are performed by Town volunteers appointed by the Board of Commissioners to various Advisory Boards and Committees, whose organization and powers and duties are specified by ordinance and/or resolution;

WHEREAS, the Board of Commissioners (BOC) is responsible for policy making as well as decisions on administrative matters, the BOC performing its duties when convened in legal meetings, addressing items contained in the meeting agenda;

WHEREAS, there are occasions when the BOC may determine that a recommendation from a THB Advisory Board or Committee on a specific agenda item related to the Town's current operations or future development would assist the BOC in making the best possible decision for the Town; and

WHEREAS, in the interest of efficiency and clarity, the Board of Commissioners desires to normalize the process and improve the quality of public records of BOC requests and AB/AC recommendations.

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Town of Holden Beach that from the date of approval of this resolution, the BOC shall, when seeking Advisory Board or Committee recommendation, follow the steps outlined in document "**Directive for Town of Holden Beach (THB) Board of Commissioners' Requests for Recommendation to Advisory Boards or Committees**", following the format defined in form **Town of Holden Beach Board Advisory Board/Committee Recommendation**.

NOW THEREFORE BE IT FURTHER RESOLVED by the Board of Commissioners of the Town of Holden Beach that from the date of approval of this resolution, Advisory Boards or Committees shall, when making their recommendations to the BOC, also follow the steps outlined in document "**Directive for Town of Holden Beach (THB) Board of Commissioners' Requests for Recommendation to Advisory Boards or Committees**", following the format defined in form **Town of Holden Beach Board Advisory Board/Committee Recommendation**.

This the 21<sup>st</sup> day of January, 2020.

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J. Alan Holden, Mayor

ATTEST:

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Heather Finnell, Town Clerk

## January 2020 Document

### **Directive for Town of Holden Beach (THB) Board of Commissioners' Requests for Recommendation to Advisory Boards or Committees**

The Board of Commissioners (BOC) is responsible for policy making as well as decisions on administrative matters (School of Government publication "County and Municipal Government in North Carolina", Chapter 3, County and City Governing Boards). The BOC performs its duties when convened in legal meetings, addressing items contained in the meeting agenda. There are occasions when the BOC may determine that a recommendation from a THB Advisory Board or Committee on an item related to the Town's current operations or future development would assist the BOC in making the best possible decision for the Town. When seeking Advisory Board (AB) or Committee (AC) recommendation, the following steps shall be followed:

1. The directive for a recommendation from a specific Board or Committee will preferably be made by vote at a Board of Commissioners' regular meeting;
2. Specific charge questions for the recommendation will be finalized and agreed by vote at a Board of Commissioners' meeting;
3. A proposed deadline for receiving the recommendation will be included in the directive.

For recommendations having potential implications on Town finance, Town capital projects, Town contracts or Town departmental processes, the AB/AC shall provide its recommendation in a report to the BOC, such report to contain:

1. The original BOC directive and charge;
2. The AB/AC recommendation;
3. The AB/AC vote tally;
4. A synopsis of the discussions leading to the recommendation of the AB/AC, said synopsis to be discussed and approved at an Advisory Board/Committee public meeting;
5. Copies of presentations or written positions given by staff or external experts during the evaluation process;
6. References to supporting documents or publications used in the decision-making process;
7. Copies of minutes of public meetings at which the directive for recommendation was discussed.

In order to normalize the process and improve the quality of public records of recommendations, a form entitled "Town of Holden Beach Advisory Board/Committee Recommendation" will be used. The format is provided below.

This directive document and/or form may be amended at any regular meeting or at any properly called special meeting for which amendment of the rules is one of the meeting's stated purposes. Any amendment to these rules must be consistent with the town charter,

any relevant statutes, and generally accepted principles of parliamentary procedure. To be adopted, a motion to amend these rules must be approved by a majority of the board's members, excluding vacant seats and counting the mayor only if the mayor may vote on all questions.

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**January 2020 Form**

**Town of Holden Beach Board Advisory Board/Committee  
Recommendation**

**From the BOC to the Board/Committee**

**Date of BOC Meeting When Directive was Made:**

**Agenda Item #:**

**Directive to: (specify AB/AC)**

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**Issue and Action Requested:**

**Background and Potential Implications:**

**Charge Questions:**

**Proposed Deadline:**

**To the BOC from the Board/ Committee**

**AB/AC Recommendation:**

**Completed by Town clerk after BOC takes action**

**Date of BOC Meeting When Decision was Made**

**BOC Decision:**

**BOC Vote Talley:**

**ATTACHMENTS:**