



State of North Carolina County of Halifax

HISTORIC COURTHOUSE - PO BOX 38 - KING STREET - HALIFAX, NC 27839
252-583-1131 - FAX: 252-583-9921



PROCEDURES FOR CITIZEN APPOINTMENTS

1. The Clerk to the Board of County Commissioners shall publicize available positions stating terms of office and the date which applications should be submitted. The available positions will be published in the Daily Herald, or any other newspaper having general circulation throughout the County that the Board may specify from time to time, once a week for two weeks, beginning 14 days in advance of the deadline for submitting applications.
2. At least twenty-five (25) days prior to the expiration of the terms, a notice will be mailed to each board contact person with a list of who is eligible for reappointment requesting an indication of the board's interest in the individual continuing to serve. If an individual is not reappointed, he or she will be presented with a certificate of appreciation for their service from the Board of Commissioners.
3. At least twelve (12) days prior to the appointments by the Board of County Commissioners, all applications for a particular position must be in the hands of the County Manager. The Manager will check each applicant for eligibility.
4. A copy of the applications submitted would be sent to all Commissioners at least ten (10) days prior to the meeting at which action will be taken.
5. When the advertising or re-advertising of positions for boards, commissions, committees, etc. does not produce, within the time frame prescribed, the necessary number of qualified persons to fill the vacancies indicated, the Board of County Commissioners on its own initiative, will name the appointees.
6. When vacancies and positions appointed pursuant to this policy occur prior to the expiration of the term of office, the Board of County Commissioners shall appoint a person to serve the remainder of the term.
7. The Chairman of the Board of County Commissioners shall prepare a letter of notification of appointment or non-appointment to the applicants and a copy for the affected board, notifying each of the appointment or non-appointment.
8. All applications received shall be retained for at least one (1) year. Applications shall be kept on file for all active appointees. These will be treated as public records and made available upon request for the cost of copying.
9. County Commissioners can appoint a person that does not complete or submit an application.
10. Faxed copies of the application will be acceptable.