

**RESOLUTION #19-19:**

**A RESOLUTION ADOPTING A COUNCIL VACANCY APPOINTMENT POLICY FOR THE VILLAGE OF PINEHURST.**

**WHEREAS**, the Village Council of Pinehurst, North Carolina, is desirous of creating a process for Village Council to appoint a replacement, in the event of a vacancy, for those eligible citizens interested in serving their time and talents on the Village of Pinehurst Council; and

**WHEREAS**, the Council Vacancy Appointment Policy is in accordance with North Carolina General Statute 160A-63;

**NOW, THEREFORE, BE IT RESOLVED** by the Village Council of the Village of Pinehurst, North Carolina in a regular meeting assembled this 24<sup>th</sup> day of September, 2019 as follows:

**SECTION 1.** That the Council Vacancy Appointment Policy is hereby adopted; said policy attached hereto as Attachment A and made a part hereof; the same as if included verbatim.

**THIS RESOLUTION** passed and adopted this 24<sup>th</sup> day of September, 2019.



Attest:

Beth Dunn  
Beth Dunn, Village Clerk

VILLAGE OF PINEHURST  
VILLAGE COUNCIL

By: Nancy Roy Ficrillo  
Nancy Roy Ficrillo, Mayor

Approved as to Form:

Michael J. Newman  
Michael J. Newman, Village Attorney



**VILLAGE OF PINEHURST**  
**STANDARD PROCEDURE**

SUBJECT:	Council Vacancy Appointment Policy	Effective Date: 9/24/2019
Department:	Administration	Policy No.: 44
Prepared by:	Jeff Sanborn & Beth Dunn	Revised:
Approved by:	Village Council	# of Pages: 2

**PURPOSE:** The purpose of this policy is to:

1. Create a process for Village Council to appoint a replacement, in the event of a vacancy, for those citizens interested in serving their time and talents on the Village of Pinehurst Council.

**POLICY:** It is the policy of the Village of Pinehurst Council to appoint an eligible person, in accordance with North Carolina General Statute 160A-63, in the event a vacancy should occur on the Village of Pinehurst Council.

**ELIGIBILITY:** Only persons who are registered to vote in the Village of Pinehurst shall be eligible for appointment to Village Council. The Moore County Board of Elections will inspect the applicant list and provide a list of any candidates who are not registered voters in the Village of Pinehurst.

**PROCEDURE:**

Recruitment Process and Appointment

The Village of Pinehurst will inform citizens of a vacancy on Village Council via Village media resources (Village website, social media, e-blasts, and Village newsletter) and other public outlets. All eligible citizens interested in filling a vacancy for the Village of Pinehurst Council are required to complete an application, which can be obtained at Village Hall or online.

The Village Clerk shall maintain all applications and forward copies to the Village Manager and Village Council for review. In accordance with North Carolina General Statute Chapter 132 all applications for appointment to Village Council are public records and are subject to public access. The Village Clerk will contact the Moore County Board of Elections and verify that each applicant is a registered voter in the Village of Pinehurst.

Once applicants are verified each applicant will be interviewed, in an open public meeting (G.S. 143-318.11(a)(6)) by the current Village Council and Village Manager. The Village Manager will schedule interviews for each candidate, based on availability of all sitting Councilmembers. If a candidate cannot be available during the interview times allotted, the Village Council may agree not to interview the candidate.

After interviews are completed, Council will use individual scoring sheets to indicate their top three (3) candidates. The Village Clerk will tally the scores from the individual scoring sheets to reveal favored candidates among Council. After results are revealed and discussed, any member of the Village Council may make a motion to appoint a new Village of Pinehurst Councilmember.

Updating Policy

This policy shall be reviewed during the organizational meeting of current Village Council every year and updated as Village Council deems necessary.

Approved by:

  
\_\_\_\_\_  
Jeff Sanborn, Village Manager

09/24/2019  
\_\_\_\_\_  
Date

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Village Council, Resolution

09/24/2019  
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Date