



**VILLAGE OF PINEHURST  
STANDARD PROCEDURE**

SUBJECT: Neighborhood Advisory Committee Policy	Effective Date: 04/2023
Department: Administration	Policy No.: 53
Prepared by: Jeff Sanborn	Revised:
Approved by: Village Council	# of Pages: 4

**PURPOSE:** The purpose of this policy is to: Define the purpose, membership, membership requirements, member expectations and Village support to members of the Neighborhood Advisory Committee.

**POLICY:** It is the policy of the Village of Pinehurst Council maintain a Neighborhood Advisory Committee (NAC) to foster and enhance effective two-way communications between Village Government and Village residents aimed that building and protecting quality of life for residents, businesses, and visitors.

**COMMITTEE GOALS:**

- Collaboratively build effective communications means between all committee members and the neighborhoods they represent.
- Use effective neighborhood communications means to distribute notes from presentations and discussions that take place at monthly NAC meetings.
- Use those effective neighborhood communications means to collect input and feedback from residents.
- Communicate and discuss trends and common themes related to resident perceptions that can help Village Government better achieve its quality-of-life mission.
- Comply with North Carolina public records and open meetings law requirements.

**MEMBERSHIP:** Membership of the NAC will be made up of one representative from each of the geographically defined neighborhoods included in the NAC Neighborhood Map (attached). Members must be permanent residents of the neighborhood they represent. Appointed members may identify an alternate member who can represent the neighborhood when the appointed member is not available. The NAC Neighborhood Map may be adjusted as needed by vote of the Village Council. Members will be individually appointed by the Village Council

subsequent to a recommendation by a committee made up of the Village Manager, Village Assistant Managers, and Village Clerk. The recommendation will give appropriate deference to candidates recommended by homeowner's associations or other neighborhood organizing bodies. The degree of that deference will correspond to the degree to which said organizing body represents all residents within the Village's defined neighborhood.

**RECRUITMENT:** The Village Clerk will notify each NAC member when their term is nearing completion. If eligible for another term and the member desires to continue to serve, that member will normally be nominated to the Village Council for reappointment. When considering reappointment, the Village Council will consider the members contributed value the NAC process, attendance, and compliance with other expectations at a minimum. In cases where the incumbent member cannot serve an additional term or desires not to, the Village Clerk will advertise the vacancy to solicit new volunteers. In cases where a member of the NAC does not desire to complete their term, the Village Clerk will similarly advertise to solicit new volunteers.

**NEW MEMBER ORIENTATION, TERMS, TERM LIMITS AND TERMINATIONS:** Upon appointment, all new members will participate in a brief on-boarding process that is similar to onboarding requirements for other appointed volunteers board and committee members. Completion of on-boarding and signature of a volunteer agreement will be accomplished prior to participation on the NAC. Members will be appointed to two-year terms. Each member may be reappointed to a maximum of three consecutive terms, for a total of six years. Members having expired their limit of terms or otherwise having left the NAC must wait a minimum of four years until being reappointed to the NAC. Member terms will all expire after the June meeting of the calendar year the term is designated to end, regardless of what date said term began on.

**ALTERNATE MEMBERS:** Members may have an alternate neighborhood resident attend NAC meetings in their place on those rare occasions when the appointed member cannot be present. Alternate members will not be required to brief a neighborhood report at meetings they attend but will take part in other discussions and take notes on presentations for the primary member.

**PHASING IN OF MEMBERSHIP AND TERM LIMITS CONCURRENT TO ENACTMENT OF THIS POLICY:** Prior to this policy implementation, no term limits existed. Numerous current members have already exceeded the six-year term limit or are nearing that point. Meanwhile, several new neighborhoods are recognized by the geographical neighborhood framework that this policy puts in place. Finally, four current NAC members share neighborhoods (two neighborhoods with two representatives each). Recognizing these facts, a phased approach to implementing term limits will be used. That phased approach will be in accordance with the attached exhibit. Unknown future membership changes caused by members not fulfilling their

full term limits will alter the implementation of this plan in ways that cannot be projected, especially in the later years.

**VILLAGE SUPPORT TO NAC MEMBERS:** All NAC members will be eligible for a neighborhood specific email account to be used for correspondence related to NAC duties. These neighborhood specific email accounts will be passed along to subsequent neighborhood NAC representatives. NAC members will also receive staff support in building and maintaining neighborhood distribution lists. Finally, Village staff will endeavor to provide any briefing product, policy document or other program descriptive document that can help NAC members communicate important information to residents within their neighborhoods.

**PUBLIC RECORDS LAW REQUIREMENTS:** NAC members are public officials. As such, all NAC member communications are subject to North Carolina public records law. Use of Village provided email for all NAC related business will make compliance with public records law relatively simple and is highly recommended. Use of other communications means does not eliminate or modify requirements to comply with public records law. In accordance with state law, any documents or archived communications related to NAC business may not be deleted or thrown away until allowable under the North Carolina Records Retention Schedule. NAC members will comply with any request made by the Village Clerk or other requestors pursuant to ensuring Village compliance with public record laws as a condition of appointment.

**NAC MEETING PROCEDURES:**

- NAC meetings will generally be held monthly, in accordance with an adopted schedule that may be modified by the Mayor as needs arise.
- NAC meetings will be chaired by the Mayor, or the Mayor’s designated other Council Member.
- Any Council Member may join any NAC meeting as a participating member.
- NAC meetings are meeting of a public body and are subject to all North Carolina open meeting requirements.
- Each NAC meeting shall have an agenda, published by the Village Clerk or other designated staff member.
- Appointed NAC members should be prepared to make a report to the committee at each meeting. Member reports should summarize sentiments, issues, concerns and positive feedback that they are hearing from neighborhood residents.
- Committee members must be courteous to other members of the Committee, elected officials and staff.
- Members are encouraged to participate in discussion, while trying to refrain from dominating the conversation.

- The Village Manager will ensure a staff member is present to take notes and prepare minutes.
- The Village Manager, in consultation with the Mayor is responsible for scheduling briefing by staff or other parties concerning topics that are important to residents as a whole, so that NAC members can communicate key points to members of their neighborhood.

**POLICY UPDATE**

This policy shall be reviewed in accordance with the Village’s overall policy update schedule and framework as determined by the Village Manager or directed by Village Council.

Approved by:

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

4/12/23  
 \_\_\_\_\_  
 Date

Resolution # 23-14  
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 Village Council, Resolution

4/12/23  
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 Date

- Exhibit 1. Neighborhood Advisory Committee Map of Neighborhoods  
 Exhibit 2. Neighborhood Advisory Committee Phased Term Limit