


ATTACHMENT A

	VILLAGE OF PINEHURST STANDARD PROCEDURE	
SUBJECT: Advisory Board Appointment Process	Effective Date: 08/2023	
Department: Administration	Policy No.: 54	
Prepared by: Jeff Sanborn	Revised:	
Approved by: Village Council	# of Pages: 2	

PURPOSE: The purpose of this policy is to: Define the process for nominating and appointing members to the Historic Preservation Commission, the Planning and Zoning Board and the Zoning Board of Adjustment.

POLICY: It is the policy of the Village of Pinehurst to have a nominating committee made up of the Village Manager, the Planning & Inspections Director and the appropriate board chair that will nominate, after conducting interviews, a candidate to fill current or projected vacancies on each advisory board or committee. It is also the policy of the Village of Pinehurst for Council Members to have the opportunity to meet with nominees before their nominations are added to a Council Meeting agenda for appointment.

PROCESS:

- The Village Clerk will normally advertise for applications far enough in advance to allow for the full nomination/appointment process to be completed prior to known vacancies. In situations where the vacancy is unexpected, this may not be possible. Use of a standing list of applicants is acceptable to expedite the selection process, as necessary.
- A nominating committee made up of the Village Manager, the Planning & Inspections Director and the applicable board chair (HPC or P&Z) will interview applicants as they deem appropriate and select a nominee.
- The Village Manager will notify all Council Members once a nominee has been selected and attempt to schedule two meetings with the nominee, each involving two Council Members. If, either due to nominee or Council Member unavailability, this meeting provision cannot be fully completed after a period of two weeks, the Village Manager may proceed with the nomination. (The requirement for attempting to arrange these meetings with Council Members does not apply to nominations of sitting board members to subsequent terms, nor to nominations of board chairs. In those cases, the Village Manager will immediately schedule consideration of the appointment on the next available Council Meeting agenda, pending availability of the nominee.)
- If after all scheduled meetings are completed, two or more Council Members object to the nomination, the nominating committee will rescind the nomination and select a new nominee.

- Once a nomination has completed these steps without two or more Council Members objecting to it, the Village Manager will schedule consideration of the appointment on the next available Council Meeting agenda, pending availability of the nominee.

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

8/9/23

Date

Resolution # 23-40

Village Council, Resolution

8/8/23

Date