Morrisville Public Safety Advisory Committee

Public Safety Advisory Committee Meeting
November 5, 2026, 6:00 PM

1. **Call to Order**

2. **Adoption of Agenda**

3. **Approval of Minutes**

   3.a 2026.09.01 Draft Minutes
   PSAC Draft Minutes 2026.09.01.pdf

4. **Public Comment** Welcome to all persons who signed up to make public comments at this Public Safety Advisory Committee meeting. You will be called upon in order of sign in to make comments and are limited to a maximum time period of 3 minutes. Please direct your comments to the members of this committee and not the Town employees present as they are here to assist the committee. For persons making an in-person parking appeal, we recommend using your time wisely expanding upon your written appeal and not restating what has already been submitted. The countdown clock will not start until you begin talking, and you are required to end your comments should the clock reach zero. Committee members are reminded to hold all questions until persons complete their remarks or the clock reaches zero. There is no time limit for committee members to ask questions once comments are completed. This committee will forward its recommendation for all parking appeals to the Morrisville Police Chief within the week for their final consideration.

5. **2026 Workplan Review**
   a. Event support (2 of 4 achieved).
   b. Promote safety programs (2 of 2 achieved).
   c. MFD & MPD briefs presented (4 of 4 achieved).

   5.a 2026 Workplan
   2026_27 PSAC Workplan.pdf

6. **2027 Workplan Development**

   6.a 2027 Workplan Ideas
   PSAC 2027 Workplan Ideas 2026.11.5.pdf

6.b Workplan Template
Workplan Blank.pdf

7. Old Business

a. Chair/Vice-Chair applications are due to Ms. Dana or Mr. Bill by November 23.

7.a Chair/Vice-Chair Application
Chair Application Form.pdf

8. New Business

a. Town Council invitation to attend Dec. 8 meeting.
b. Town Clerk's office presents new Advisory Board training manual.
c. Sustainability poll request:
    a. The Town of Morrisville is developing the next generation of our Master Sustainability Plan and is seeking Community Climate Connectors to help engage residents, businesses, nonprofits, faith communities, and other community groups throughout the planning process. Community Climate Connectors will help share project information, encourage participation in surveys and events, and gather feedback on sustainability, climate resilience, and community priorities. This updated plan will include, for the first time, a community greenhouse gas inventory and emissions reduction targets, making broad community input more important than ever. We are looking for individuals with strong community connections and/or those who are comfortable speaking with the public who can help ensure diverse voices are represented in shaping Morrisville's future. Please let us know if you may be interested in participating by taking our poll at https://teams.polly.ai/msteams/content/vote/C55R1B?type=poll to attend an introduction tentatively scheduled for January 6, at 6p.Thank you for helping us build a more resilient, equitable, and sustainable Morrisville.

8.a Town Council Invitation - Dec 8
Town Council Meeting Invitation.pdf

8.b Advisory Board Training Manual
Advisory Board and Committee Members Training Manual.pdf

9. Staff Comments

10. Committee Comments

11. Upcoming Term Expirations None

12. Adjournment

Public Safety Advisory Committee Agenda Item Report

Agenda Item No. 3.a
Submitted by: Dana Smoak
Submitting Department Police
Meeting Date: November 5, 2026

SUBJECT
2026.09.01 Draft Minutes

Recommendation:
None
Updates/History of Briefing:
Not Applicable

Executive Summary and Background Information:

Advisory Board/Committee Review:
Public Safety Advisory Committee

Insert Date of Advisory Board/Committee Review:

Advisory Board/Committee Recommendation and/or Vote:
None

Potential Options:
None

Staff Recommendation:
None

ATTACHMENTS
- PSAC Draft Minutes 2026.09.01.pdf

Public Safety Advisory Committee (PSAC)
September 1, 2026
6:00 p.m. – 7:35 p.m.

1. Call to Order

Attendance

Members Present:
Chairperson Valerie Bednarz
Vice Chairperson Mark Tulchinskiy
Member Sadaf Abbas
Member Suruchi Dave
Member John Frederick
Member Sachin Joshi
Member James Matzko
Member Chris Nguyen
Member Sudha Rajan
Member Donnette Vicente

Members Absent:
None

Staff Present:
Asst. Town Manager John Letteney
Fire Chief Tom Dooley
Police Chief Justin Rosser
Asst. Public Works Director Steven Spruill
Fire Sr. Admin. Suppport Asst. Bill Granger
Police Sr. Admin. Support Asst. Dana Smoak

2. Adoption of Agenda

MOTION: Member Nguyen made a motion to adopt the agenda and Member Matzko seconded the motion which passed unanimously.

3. Approval of Minutes

MOTION: Vice Chairperson Tulchinskiy made a motion to approve the draft minutes from 08.04.2026 and Member Vicente seconded the motion which passed unanimously.

4. Public Comments

a. Saran Sabapathy Sundaram expressed his appreciation to Town Council and Town Staff for the research that was done for his proposal of the Fentanyl Awareness Initiative. This initiative will not be going forward at this time.

b. Suresh Narayan, a resident of Breckenridge, addressed the Committee about safety concerns that have come about since the Harris-Teeter closed. The open parking lot area is attracting youth who are using the area in a reckless manner. He wanted to make the Committee aware of potential safety issues in the area.

5. Parking Appeals

MOTION: Member Abbas made a motion seconded by Member Matzko. The motion passed unanimously to make the following recommendations to Police Chief Rosser for his final action:

Ticket #	Recommended Action
12902	Deny appeal.
12903	Deny appeal.
13161	Deny appeal.
13162	Deny appeal.
13354	Deny appeal.

6. Presentations

a. Police Chief Rosser presented the proposed new False Alarm Ordinance Summary that was also presented to Town Council last week.

7. 2026-7 Workplan Review

a. PSAC event support. The remaining events PSAC will support this year are:
- **i.** International Day (September 19*)* https://www.signupgenius.com/go/10C0D44AFAE22A1FA7-63982556-international. Members Joshi and Rajan indicated their intent to support this event.
- **ii.** Public Safety Day (October 3) https://www.signupgenius.com/go/10C0D44AFAE22A1FA7-62144944-public Chairperson Bednarz and Member Vicente indicated their intent to support this event. There is still a need for additional support for this event.

b. Promote Safety Programs. The two safety programs that PSAC will promote by writing articles are:
- **i**. Vial of Life has been submitted by Member Matzko and forwarded to the Communications Department.
- **ii.** CERT Training. Member Frederick will write this article.

c. MFD and MPD to brief PSAC twice (each) annually. This goal has been met for 2026.

8. Old Business

a. Fire Sr. Admin. Support Asst. Granger indicated 2027 Chair/Vice-Chair applications are now available and should be submitted **by November 23** to

wgranger@morrisvillenc.gov. There will be a vote for these two positions at the December 1 meeting.

b. Discussion was held among the Committee Members about revising the Workplan for 2027. Member Abbas is concerned the same goals are done every year and new ideas should be discussed. Member Matzko suggested Town Council make recommendations to PSAC about what goals they have for the Committee. Police Chief Rosser suggested the Committee be an advocate for the Police and Fire Departments in the community. PSAC members could attend HOA meetings to engage more with the community. Discussion was held about doing a survey so that the residents of Morrisville could have input on safety issues in the community. It was recommended **each Committee member send 1-2 ideas to Fire Sr. Admin. Suppport Asst. Granger by October 26** at wgranger@morrisvillenc.gov to be compiled for the November 5 meeting agenda.

***Please review paragraph 3 of the PSAC Charter (as follows) while drafting proposed goal(s).**

The Committee duties shall include:
a. Discuss, research, and make recommendations to Town Council on topics including the following:
1. Innovative methods and concepts to protect and improve citizens' health, safety, and welfare and the peace and dignity of the Town.
2. Budget items related to public safety.
3. Exhibits and events to promote and encourage public safety awareness.
b. Receive and address inquiries and concerns from residents and/or community groups on issues related to public safety, including parking, speeding, pedestrian safety and other related situations.
c. Review, research and consider updates and modifications to Town ordinances to support public health, safety and welfare of its citizens.
d. Develop educational information and articles to be utilized in Town communication mechanisms, educational campaigns, and the Town's Newsletter
e. Develop an annual workplan for review and endorsement by Town Council. The annual workplan will be focused on local government, and citizen/community outreach goals and objectives.

9. New Business

No new business.

10. Staff Comments

a. Asst. Public Works Director Steven Spruill announced there is a fall whitegoods collection event on September 3. The next whitegoods collection event will be on December 3. There will be a session on September 9 about the ADA assessment for the Town. The link to register for the session: Town of Morrisville - Parks & Facilities ADA Assessment Public Input Session.

b. Fire Chief Dooley announced that a $10,000 grant from Duke Energy was awarded to MFD for disaster preparedness. He invited the members to come to Fire Station 1 on September 8 at 4:30 p.m. to help assemble the 400 disaster preparedness bags to be distributed to the community.

c. Police Chief Rosser announced that he will be speaking to the NCLEA Commission on September 9. He also announced that the annual Faith and Blue weekend will be on October 9-12. There will be various events that weekend such as car seat checks and food drives.

11. Committee Comments

There were no committee comments.

12. Upcoming Term Expirations

There are no upcoming term expirations.

MOTION: Vice Chairperson Tulchinskiy made a motion to adjourn the meeting and Member Joshi seconded the motion which passed unanimously.

Chairperson Valerie Bednarz adjourned the meeting at 7:35 p.m. The next scheduled PSAC meeting is Thursday, November 5 starting at 6:00 p.m. at Fire Station 1's Training Room.

_____	_____
Chair	Support Staff Liaison
_____	_____
Date	Date

Public Safety Advisory Committee Agenda Item Report

Agenda Item No. 5.a
Submitted by: William Granger
Submitting Department Fire
Meeting Date: November 5, 2026

SUBJECT
2026 Workplan

Recommendation:
None
Updates/History of Briefing:
Not Applicable

Executive Summary and Background Information:

Advisory Board/Committee Review:
Public Safety Advisory Committee

Insert Date of Advisory Board/Committee Review:

Advisory Board/Committee Recommendation and/or Vote:
None

Potential Options:
None

Staff Recommendation:
None

ATTACHMENTS
- 2026_27 PSAC Workplan.pdf

Morrisville Advisory Committee 2026-27 Work Plan

Committee Name: Public Safety Advisory Committee

Town Council desires to be an advocate for and support each advisory committee and its appointed members serving in Morrisville. In accordance with the Appointed Public Bodies Administrative Policy (v12, approved December 10, 2024, RES 2024-358-0), item V.6.h. provides for a biannual work plan to be submitted to Town Council by all advisory committees when submitting their year-end report. Feedback may be provided to help further advance a committee's efforts. Additional opportunities for advisory committees to gain Town Council feedback will be offered during an annual meeting with Town Council.

Work Plan Guidance

- Available Tools:
  - Department Support Staff is available and prepared to assist, provide information, and coordinate as needed
  - Refer to the Committee's adopted Charter and scope of work outlined
- Key points to remember:
  - Work Plan should serve as a framework and guide for future discussion and work the Committee intends to undertake
  - Work Plan goals should be broad ideas/topics that can be used to create action steps or noted milestones as determined by the Committee
  - Work Plan goals should not be viewed as individual finite decisions points, or a task list
- Development Guidance:
  - Determine 3 to 5 broad goals for the Committee to work from in the calendar year
  - Within each goal, outline potential action steps or milestones the Committee can take to accomplish the broader goal
  - Note associated timelines (where known or feasible)
  - Assign Committee Members to action steps/milestones (where known or feasible)
  - Review and the work plan on a quarterly basis and update where appropriate (this will help to prepare for mid-year and year-end reporting to Town Council)

Committee Work Plan Goal	Goal Action Steps/Milestones	Goal Timelines (*where known/feasible*)	Associated Committee Members (*where known/feasible*)	Updates
Attend Town events and distribute safety information promoting Town safety initiatives	Each year, **distribute information at any 4** of the following events (Public Safety Day required): • Community Fire or Police Academy • Morrisville 101 • MFD Open House • Springfest • Bike Rodeo • Red, White &, Boom • Public Safety Day • Any HOA meeting • Any Senior Advisory Cmte meeting (see Town Calendar)	Distribute information at any 4 events anually (Public Safety Day required)	2-4 PSAC committee members preferred at each event	
Promote existing public safety programs to increase use	Each year, **write no less than 2** articles (or social media posts) promoting the following programs and send to the Town Communications Department for publication: • MFD home inspections • MPD vacation watch • Child Car Seat safety inspections • Community Fire/Police Academy • CERT training • Pill Take Back • VIAL of Life • (NEW) Senior Wellness Checks	No less than 2 articles (or social media posts) annually	Any PSAC member	
Continue PSAC - Town Council conversations	**Invite** Town Council **to attend one** PSAC meeting annually.	Send PSAC meeting invitation to Town Council once annually.	All PSAC members	

Review presentations provided by MFD and MPD on a biannual basis.	**Review** MFD and MPD **presentations twice a year** (for each department) and consider updates to Town ordinances to support public health, safety and welfare of Town residents.	Review MFD and MPD presentations twice annually for each department.	All PSAC members	

Committee Name: **Public Safety Advisory Committee**

Date Submitted: December 2,2025

Town Council Reviewed/Endorsed:

Public Safety Advisory Committee Agenda Item Report

Agenda Item No. 6.a
Submitted by: William Granger
Submitting Department Fire
Meeting Date: November 5, 2026

SUBJECT
2027 Workplan Ideas

Recommendation:
None
Updates/History of Briefing:
Not Applicable

Executive Summary and Background Information:

Advisory Board/Committee Review:
Public Safety Advisory Committee

Insert Date of Advisory Board/Committee Review:

Advisory Board/Committee Recommendation and/or Vote:
None

Potential Options:
None

Staff Recommendation:
None

ATTACHMENTS
- PSAC 2027 Workplan Ideas 2026.11.5.pdf

Public Safety Advisory Committee (PSAC)
November 5, 2026
2027 Workplan Ideas for Committee Consideration

1. (Abbas) Tech Corridor Safety & Preparedness Program: Partner with local technology companies, businesses throughout Morrisville to promote public safety awareness and emergency preparedness. Topics may include severe weather readiness, emergency notifications, workplace safety, and community emergency response resources.
    a. Engage 15+ local businesses, technology companies and community organizations with public safety messages
2. (Abbas) Food Truck Safety Initiative: Enhance public safety at food truck stops by providing fire safety education and awareness for food truck operators and attendees.
3. (Abbas) "See Something, Say Something" Community Awareness Campaign: Launch a town-wide awareness campaign encouraging residents and businesses to report suspicious activities and safety concerns. Promote easy access to reporting resources through QR codes.
    a. Increase resident awareness and engagement through a community survey
4. (Abbas) Multicultural Community Safety Outreach: Strengthen relationships with Morrisville's diverse communities through outreach efforts at HOA meetings, cultural organizations, and local religious centers. Provide safety information, emergency preparedness resources, and opportunities for residents to engage directly with public safety personnel.
    a. Reach 1,000+ residents through community outreach and safety awareness events
5. (Abbas) "Hot Chocolate & Holiday Safety" or "Celebrate Safely, Morrisville!" warm up with Public Safety: Host a public safety information booth at a popular community event, such as the Farmers Market or Christmas Tree Lighting Ceremony, offering complimentary hot chocolate while sharing seasonal safety tips. This informal setting provides an excellent opportunity for residents to connect with public safety

personnel, learn about holiday fire prevention, proper Christmas tree disposal, and available town safety resources.

6. (Bednarz) Create an app – a safety app of sorts. Provides all needed info about security and security issues around Morrisville.
7. (Frederick) Include some/all of the committee in developing and/or reviewing public safety budget items.
8. (Frederick) Have the council to be proactive about asking for the committee's input on specific ideas or projects.
9. (Frederick) Include the committee or a committee member when seeking input on safety-related ordnances under consideration (e.g., e-bikes).
10. (Frederick) Include the committee or a committee member in safety related strategy planning.
11. (Frederick) HOA – each member attend one of their neighborhood's HOA meetings each year and deliver overview of PSAC
12. (Frederick) Review and understand the town's emergency operations plan (if we have one vs. the county's).
13. (Frederick) Should any of the Concern Reporter issues be looked at by PSAC? Are the issues aggregated and analyzed for trends, etc?
14. (Tulchinskiy) Develop and recommend a 3-year cardiac arrest response improvement plan, with an initial assessment and prioritized recommendations completed within 12 months, annual progress reviews, and a five-year vision for sustained community readiness.
    a. The plan should improve coordination and use of available automated external defibrillators (AEDs), CPR-trained volunteers, police officers, firefighters, and emergency medical services (EMS) to assist Morrisville residents and visitors experiencing sudden cardiac arrest. Establish measurable goals for AED accessibility, responder coverage, CPR/AED training, and response times, with the aim of increasing the likelihood of timely CPR and defibrillation and improving survival.
    b. Explore collaboration with Morrisville's Community Emergency Response Team (CERT), the American Heart Association (AHA), Duke University

and Duke Health, UNC–Chapel Hill and UNC Health, NC State University, and local community colleges. Potential areas of collaboration include CPR/AED training, community outreach, resource mapping, program evaluation, and identification of funding opportunities. Coordinate these efforts with the Morrisville Fire/Rescue Department and the EMS agencies serving the Town.

c. Proposed activities:
    i. Map existing resources: Identify AED locations, hours of access, maintenance status, and gaps in coverage across Morrisville.
    ii. Assess current response: Review how emergency dispatch, police, firefighters, and EMS coordinate cardiac arrest responses and identify opportunities to shorten time to CPR and defibrillation.
    iii. Explore volunteer participation, including Morrisville CERT: Engage CERT in resource mapping, community outreach, and CPR/AED training initiatives. Assess the feasibility of involving appropriately trained CERT members and other volunteers in a coordinated cardiac arrest response network, with roles, activation procedures, and oversight agreed upon by Fire/Rescue and EMS.
    iv. Expand CPR/AED training: Recommend regular training opportunities for residents, Town employees, businesses, and community organizations.
    v. Improve AED access and visibility: Prioritize locations for additional AEDs or improved access to existing devices, clear signage, and assigned maintenance responsibilities.
    vi. Build community and academic partnerships: Engage businesses, schools, fitness centers, residential communities, universities, and health organizations in AED readiness and emergency planning.
    vii. Identify funding needs: Develop a phased budget for implementation and ongoing maintenance, considering existing resources, grants, sponsorships, and partner contributions.

viii. Set measurable targets: Work with emergency services to establish baseline measures and achievable goals for resource mapping, training participation, AED accessibility, and time to first CPR and defibrillation.

ix. Monitor results: Review progress annually, including available aggregate cardiac arrest outcomes, and recommend improvements to Town Council.

Public Safety Advisory Committee Agenda Item Report

Agenda Item No. 6.b
Submitted by: William Granger
Submitting Department Fire
Meeting Date: November 5, 2026

SUBJECT
Workplan Template

Recommendation:
None
Updates/History of Briefing:
Not Applicable

Executive Summary and Background Information:

Advisory Board/Committee Review:
Public Safety Advisory Committee

Insert Date of Advisory Board/Committee Review:

Advisory Board/Committee Recommendation and/or Vote:
None

Potential Options:
None

Staff Recommendation:
None

ATTACHMENTS
- Workplan Blank.pdf

Morrisville Advisory Committee Work Plan

Committee Name:_____

Town Council desires to be an advocate for and support each advisory committee and its appointed members serving in Morrisville. In accordance with the Appointed Public Bodies Administrative Policy (v12, approved December 10, 2024, RES 2024-358-0), item V.6.h. provides for a biannual work plan to be submitted to Town Council by all advisory committees when submitting their year-end report. Feedback may be provided to help further advance a committee's efforts. Additional opportunities for advisory committees to gain Town Council feedback will be offered during an annual meeting with Town Council.

Work Plan Guidance

- Available Tools:
  - Department Support Staff is available and prepared to assist, provide information, and coordinate as needed
  - Refer to the Committee's adopted Charter and scope of work outlined
- Key points to remember:
  - Work Plan should serve as a framework and guide for future discussion and work the Committee intends to undertake
  - Work Plan goals should be broad ideas/topics that can be used to create action steps or noted milestones as determined by the Committee
  - Work Plan goals should not be viewed as individual finite decisions points, or a task list
- Development Guidance:
  - Determine 3 to 5 broad goals for the Committee to work from in the calendar year
  - Within each goal, outline potential action steps or milestones the Committee can take to accomplish the broader goal
  - Note associated timelines (where known or feasible)
  - Assign Committee Members to action steps/milestones (where known or feasible)
  - Review and the work plan on a quarterly basis and update where appropriate (this will help to prepare for mid-year and year-end reporting to Town Council)

Committee Work Plan Goal	**Goal Action Steps/Milestones**	**Goal Timelines (*where known/feasible*)**	**Associated Committee Members (*where known/feasible*)**	**Updates**

Committee Name: **Public Safety Advisory Committee**

Date Submitted: _____

Town Council Reviewed/Endorsed:

Public Safety Advisory Committee Agenda Item Report

Agenda Item No. 7.a
Submitted by: William Granger
Submitting Department Fire
Meeting Date: November 5, 2026

SUBJECT
Chair/Vice-Chair Application

Recommendation:
None
Updates/History of Briefing:
Not Applicable

Executive Summary and Background Information:

Advisory Board/Committee Review:
Public Safety Advisory Committee

Insert Date of Advisory Board/Committee Review:

Advisory Board/Committee Recommendation and/or Vote:
None

Potential Options:
None

Staff Recommendation:
None

ATTACHMENTS
- Chair Application Form.pdf

Morrisville
Live connected. Live well.

Morrisville Advisory Committee
Application for Chair or Vice Chair

Thank you for your interest in serving as the Chair or Vice Chair of a Morrisville Advisory Committee.

Please complete the following information and return it to your support staff liaison no later than **5 pm on Monday, November 23**.

1. Committee member name:

2. Position applying for nomination:

3. Why are you interested in serving as chair or vice chair?

4. What relevant experience/qualifications do you have that prepare you to serve in this leadership role?

5. Can you commit to attend every meeting of the next calendar year to facilitate in this leadership role if appointed?

Public Safety Advisory Committee Agenda Item Report

Agenda Item No. 8.a
Submitted by: Kimberly Kowanick
Submitting Department Administration
Meeting Date: November 5, 2026

SUBJECT
Town Council Invitation - Dec 8

Recommendation:
None
Updates/History of Briefing:
Not Applicable

Executive Summary and Background Information:

Advisory Board/Committee Review:
Public Safety Advisory Committee

Insert Date of Advisory Board/Committee Review:

Advisory Board/Committee Recommendation and/or Vote:
None

Potential Options:
None

Staff Recommendation:
None

ATTACHMENTS
- Town Council Meeting Invitation.pdf

Town Council MEETING —Invitation

The Town of Morrisville would like to warmly invite you to attend the December Town Council Meeting, where we will be recognizing all committee and board members for your dedication and service to our community.

Date
Tuesday, December 8, 2026

Time
6:00 P.M.

Location
Morrisville Town Hall: Council Chambers
100 Town Hall Drive

We look forward to celebrating your valuable contributions to Morrisville.

Thank You

Morrisville
Live connected. Live well.

Morrisville North Carolina
All-America City
2026

Public Safety Advisory Committee Agenda Item Report

Agenda Item No. 8.b
Submitted by: Kimberly Kowanick
Submitting Department Administration
Meeting Date: November 5, 2026

SUBJECT
Advisory Board Training Manual

Recommendation:
None
Updates/History of Briefing:
Not Applicable

Executive Summary and Background Information:

Advisory Board/Committee Review:
Public Safety Advisory Committee

Insert Date of Advisory Board/Committee Review:

Advisory Board/Committee Recommendation and/or Vote:
None

Potential Options:
None

Staff Recommendation:
None

ATTACHMENTS
- Advisory Board and Committee Members Training Manual.pdf

Morrisville
Live connected. Live well.

TRAINING MANUAL

For Advisory Board and Committee Members

PREPARED BY
Clerk's Office

v1.2026





TABLE OF CONTENTS

Welcome Letter 3
Town History 4
Misson, Vision, and Values 5
Strategic Plan 6
Basics.....8
Purpose of Advisory Boards and Committees 9
Types of Advisory Boards and Committees 10
Best Practices 12
Administrative Duties 13
Membership Roles 14
Community Engagement 16
Agendas 17
Minutes 19
Annual Work Plans 21
Annual Reports 23
Legal Requirements 25
Terms 26
Attendance 27
Ethics and Conflicts of Interest 28
Rules of Procedure 31
Open Meeting Law 34
Public Records 36
Communications General Guidance 37
Appendixes 39
FAQ's 40
Motion Cheat Sheet 41
Common Terms 42
Charters 47
Appointed Public Bodies Administrative Policy 59

WELCOME TO MORRISVILLE

Dear Advisory Committee Member,

Welcome, and thank you for choosing to serve our community through your participation on an advisory committee. Your willingness to contribute your time, insight, and passion plays a meaningful role in shaping the future of our town.

Morrisville's history tells the story of a community that has transformed from a modest railroad stop into a vibrant, diverse, and thriving town. That journey is a unique chapter in North Carolina's broader narrative. Even as we continue to experience exciting growth and development, we remain committed to preserving the historical roots that make Morrisville such a special place to call home.

As an advisory committee member, you play an important part in this balance—helping us honor our past while guiding thoughtful progress for the future. We look forward to working alongside you as we continue building a community that is engaged, resilient, and inclusive.

Thank you again for your dedication and service. We are glad to have you on board and excited for the impact your work will have on Morrisville.

Warm regards,
Town of Morrisville

TOWN HISTORY

Morrisville, NC, founded in 1852, has a rich history marked by its role in the Civil War, significant growth due to the railroad, and its transformation into a modern town within the Research Triangle.

Early History and Founding

Morrisville was established in 1852 when Jeremiah Morris donated land for a railroad depot, which became a crucial stop on the North Carolina Railroad. The town was named after him and began to develop as a transportation hub, benefiting from its strategic location at the intersection of major roads leading to nearby cities like Raleigh and Chapel Hill.

Civil War Significance

One of the most notable events in Morrisville's history is the Battle of Morrisville on April 13, 1865, during the Civil War. Union cavalry, led by General William Tecumseh Sherman, skirmished with Confederate forces as they retreated. This battle was significant as it marked the last major cavalry engagement in Sherman's campaign.

Incorporation and Growth

Morrisville was officially incorporated in 1875, but it faced challenges, including disincorporation in 1933 due to a lack of growth and re-establishment of its charter in 1947.

Modern Development

The late 20th century saw a dramatic transformation in Morrisville, particularly after the establishment of the Research Triangle Park nearby, which attracted high-tech industries and a diverse population. By 2010, the town experienced a population boom, growing by 256% since 2000.

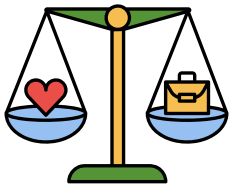
MISSON, VISION, AND VALUES

Mission

Connecting our diverse community to an enhanced quality of life through innovative programs and services.

Vision

A sustainable and thriving community that celebrates diversity and inclusion while enhancing the well-being of people who live, work and play in Morrisville.



Our Values

Dedication

Integrity

Courtesy

Innovation

STRATEGIC PLAN

What is a Strategic Plan?

A Strategic Plan is a bit like a roadmap. In the same way you probably wouldn't leave for a place you've never been without a map; the Town also needs a map to guide and focus its efforts. The Strategic Plan is adopted by Council and constitutes an important part of their vision, which staff is then responsible for implementing. In Strategic Planning, we work with departments to identify what we need to accomplish over the next five years to be successful as a Town, and what actions we need to take to make sure we accomplish those goals.

What is Performance Management?

Of course, having a map isn't enough; you need to make sure you're following the directions. In the same way, a plan is an important first step, but we need some way of ensuring that we are on pace to accomplish what's in our plan. This is where performance measurement and management come into play. Our Strategic Plan has a variety of important metrics designed to assess our progress towards meeting those high priority items; and we track those metrics over time as a way of evaluating how close we are to completing the items.



Connect Morrisville
Strategic Plan Goals



GOAL 1: Sustainable, Livable Community Growth

Enhance quality of life through smart growth, preservation of natural resources, and vibrant community development.



GOAL 2: Public Safety Readiness

Provide a safe and secure community through prevention, education, readiness, and response.



GOAL 3: Engaged, Inclusive Community

Enrich the quality of life through programs, events, amenities, and services valued by the community.



GOAL 4: Community Mobility

Enhance mobility options through improved accessibility, connectivity, and collaboration.



GOAL 5: Economic Prosperity

Promote a business-friendly environment to diversify the economic base and attract an educated and highly skilled workforce.



GOAL 6: Operational Excellence

Deliver exceptional service with an engaged workforce that effectively manages public assets and promotes transparency.



Goal 7: Organizational Resiliency

Maintain adaptability, continuity of operations, and community services if faced with organizational disruption.

BASICS

Purpose of Advisory Boards and Committees 9

Types of Advisory Boards and Committees 10

Best Practices 12



PURPOSE OF ADVISORY BOARDS AND COMMITTEES

The North Carolina General Statutes afford municipalities the ability to appoint advisory boards and committees that are composed of qualified and interested city residents to study, interpret, develop, and participate in community support.

Council may establish a charter or adjust a charter at any time. **A charter is the document that outlines the mission, scope, and authority of a committee.**

Advisory Committees and their members collectively are empowered to research, review, evaluate and share information with Town Council, as a body, and Town Staff to support and advance the work of the committee on behalf of the Town, in alignment with the specified Committee Charter and work plans. **Advisory committees do not have decision making authority.**



TYPES OF ADVISORY BOARDS AND COMMITTEES

There are generally two types of boards within Morrisville:

Advisory: These develop and execute short- and long-term goals that are approved by Town Council and provide recommendations.

Quasi-Judicial: These make findings of fact and conclusions of the law by handling appeals that affect provisions of the municipalities' code.



Morrisville currently has 5 Advisory Committees

MESC- Morrisville Environmental and Stormwater Committee
Promotes local recycling, stormwater and other environmental programs. Provides public education and recommends ways to improve the Town's awareness of environmental sustainability. Reviews and recommends recycling, stormwater and environmental sustainability policies.

PRCRAC- Parks, Recreation and Cultural Resources Advisory Committee
Suggests improvements of recreational and cultural facilities and programs. Develops long-range recreational plans to be considered by the Town Council.

TYPES OF ADVISORY BOARDS AND COMMITTEES

PSAC- Public Safety Advisory Committee

Examines ways to protect and improve citizens' health, safety, welfare and the peace and dignity of the Town. Recommends policies for consideration by the Town Council. Advises on budget items related to public safety and promotes public safety awareness.

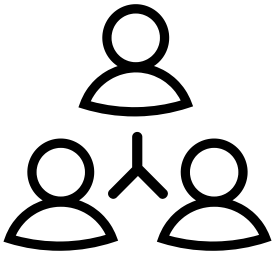
SAC- Senior Advisory Committee

Strives to improve the quality of life for seniors. Coordinates seniors' events and activities. Promotes seniors' activities and creates public education. Recommends policies for consideration by the Town Council. Advises on budget items related to seniors' programs and activities.

PZB- Planning and Zoning Board

The Planning and Zoning Board is established in accordance with state law. As defined by the Town's Unified Development Ordinance, PZB shall make careful studies of present conditions and the probable future development of the Town and its surrounding areas. This includes, but is not limited to, land use surveys, population studies; economic base studies; school, park, and recreation studies; and traffic and parking studies.

This is a Quasi-Judicial board.



BEST PRACTICES

Maintain courtesy during meetings and show respect to Committee Members, the public, and Town staff.
Although differences of opinion may arise, appointees are expected to remain civil and keep their attention on the issues rather than personal matters.



Keep discussion focused on agenda items, and avoid revisiting resolved topics unless the group agrees to do so.
Listening without interrupting and waiting to be recognized before speaking, rather than speaking out of turn, avoids unnecessary or redundant discussion that disrupts meeting flow.



Arrive on time and as courtesy to your fellow board members, provide advanced notice of absences to the Staff Liaison and Committee Chair.
Absence limits for advisory committees are defined by Section 7 of the Appointed Public Bodies Policy. Numerous absences will result in dismissal from the committee, and the assigned seat will become vacant.



Come prepared. Review minutes, agenda, and other information ahead of time for timely and informed deliberation.
While time commitment and the nature of the tasks or projects may vary by committee, most committees typically meet at least once a month. Please ensure that you are able to dedicate the necessary time and effort required to fulfill the duties of a committee member.

ADMINISTRATIVE DUTIES

Membership Roles 14

Community Engagement 16

Agendas 17

Minutes 19

Annual Work Plans 21

Annual Reports 23



MEMBERSHIP ROLES

Each committee within the Town of Morrisville will designate a Committee Chair and Committee Vice Chair.

Any member may choose to run for the Chair or Vice Chair position. Candidates will complete a brief statement of intent, which will be shared with the committee, staff, Town Council, and the public. Committee members will vote to select a Chair and Vice Chair. The results of the vote will be forwarded to Town Council for final approval.

Committee Chairs serve as head of an assigned committee. The Vice Chair assumes the role and responsibilities of the Chair in their absence. Town Council will affirm final recommendation of Committee Chairs and Vice Chairs annually.



MEMBERSHIP ROLES

Committee Chair: Responsibilities of the Chair include but are not limited to facilitation and management of meetings, ensuring members behave in a respectful manner, and coordinating agenda topics for consideration. One of the most difficult tasks for the chairperson is to exert sufficient control of the meeting to eliminate irrelevant, repetitious or otherwise unproductive discussion. At the same time, the chairperson must ensure that all viewpoints are heard and are considered in a fair and impartial manner. **Chairs will meet with Staff Liaisons within one week prior to a committee meeting to coordinate logistics and agenda items.**

Vice Committee Chair: Shares the same responsibilities as the Committee Chair and acts as sitting Chair in the Chair's absence. **Vice Chairs may elect to attend Committee Chair and Staff Liaison meetings but are not required unless they are acting as the Chair.**

All Members: As a member of a committee or board, you represent the Town of Morrisville. Along with the opportunity to serve your Town, comes the requirement to abide by all of the applicable rules and laws that govern ethical behavior. PZB Members will be issued an oath of office prior to commencement of positions. **All members are expected to come to meetings prepared and on time. Although time commitments may vary by board, all members are expected to participate in community engagement activities.**

COMMUNITY ENGAGEMENT

Recruitment

Committee members are expected to support the Town's recruitment efforts by helping raise awareness of upcoming vacancies on the committee. Members should direct interested residents to the application on the Town's website and share general information about committee service when appropriate.



Volunteering

Committee members are expected to actively volunteer at Town events, as participation is a core responsibility of serving on a Town committee. While time commitments vary by committee, all members can contribute to community engagement efforts. Consistent involvement ensures committees remain visible, accessible, and connected to the community they serve.



Education

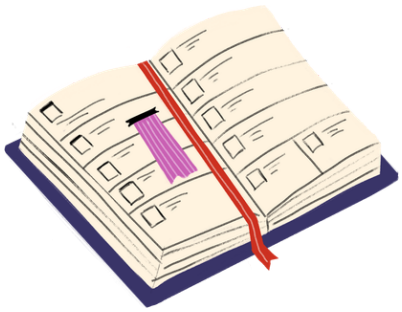
Committee members are expected to share educational information with the community by helping communicate Town initiatives, resources, and relevant learning opportunities through approved outreach methods. By serving as informed ambassadors, members help ensure residents have access to accurate, timely, and meaningful information.

AGENDAS

An Agenda is a written outline of the items to be discussed, presented, and/or acted upon during a meeting of the Advisory Committee/Board.

Agenda topics should be generated by the Committee in accordance with the adopted charter and workplan, with input from the Department Director and/or Staff Liaison. **Committees should discuss future agenda items they wish to include within at least one meeting prior. It is the Chair's responsibility to work with the Staff liaison to develop agendas.**

Agendas for each meeting shall be posted to the Town website no less than the Friday prior to a scheduled meeting. Supplemental materials are presentations and documents that will be viewed during a meeting. **It is the Committee Member's responsibility to review the agenda and supplemental materials prior to meetings.**



AGENDAS
EXAMPLE

1. Call to Order

2. Adoption of Agenda

3. Approval of Minutes
April

4. Presentations
Composting at the WWFM – Merlin Want, WWFM Manager

5. Public Comment

6. New Business

7. Old Business
Sustainability Champions

8. Staff Comments
Earth Day Discussion - Debrief

9. Committee Comments
Steven S. to share concept of water supply for public events (to meet Sustainable Purchasing Guidelines initiative)

10. Upcoming Events

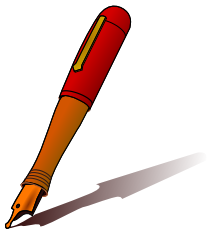
11. Adjournment

MINUTES

Minutes are historical records of all actions taken by a board, as well as the board's compliance with any applicable procedural requirements. Minutes should set out the precise wording of each motion and determine the number of votes cast for and against each motion. Deliberations do not need to be transcribed word for word, but a summary of pertinent information is best practice. Minutes should have a formal grammatical style and be written in the past tense.

If a board's adoption of a motion to take action were challenged on the ground that not enough members voted in favor of it, the court might examine the minutes to ascertain whether the requisite majority supported the motion.

Minutes of all meetings shall be maintained in accordance with Open Meetings and Public Record Laws. All public body minutes shall be approved by the corresponding committee.



MINUTES EXAMPLE

4. Public Comment

John Doe acknowledged the staff for their hard work. He then noted that participants at the Senior Center were inquiring about the timeline for the upcoming renovations. Staff Member Clark mentioned that he asked neighboring businesses about their relocation plans and the businesses shared that they were still awaiting information from the property manager. He emphasized that providing regular updates to center participants would be greatly appreciated.

5. Old Business

a. Space Planning

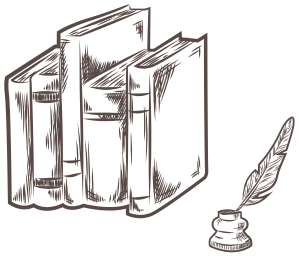
Staff Member Lee noted that the lease has been signed and that meetings with stakeholders regarding the renovations were ongoing. She clarified that the Senior Center did not have control over the timeline for neighboring business relocations, as this was being managed by the property owners.

Member Smith inquired about when the rent would increase, and Staff Member Lee explained that the increase would not begin until the Senior Center occupied the space.

6. Adjournment

MOTION: Committee Member Smith made a motion to adjourn the meeting. Committee Member Washington seconded the motion which carried unanimously 7-0.

Committee Chair Lincoln adjourned the meeting at 6:07 p.m.



ANNUAL WORK PLANS

An Annual Work Plan contains the goals a committee will work on throughout the year(s). The goals are developed in accordance with the Charter and scope of authority.

In accordance with the Appointed Public Bodies Administrative Policy, every two years, advisory committees will develop and propose a workplan for submission to Town Council for review and endorsement. Workplans shall be developed as soon as possible for each calendar year following the completion of the year-end report.

Key points to remember

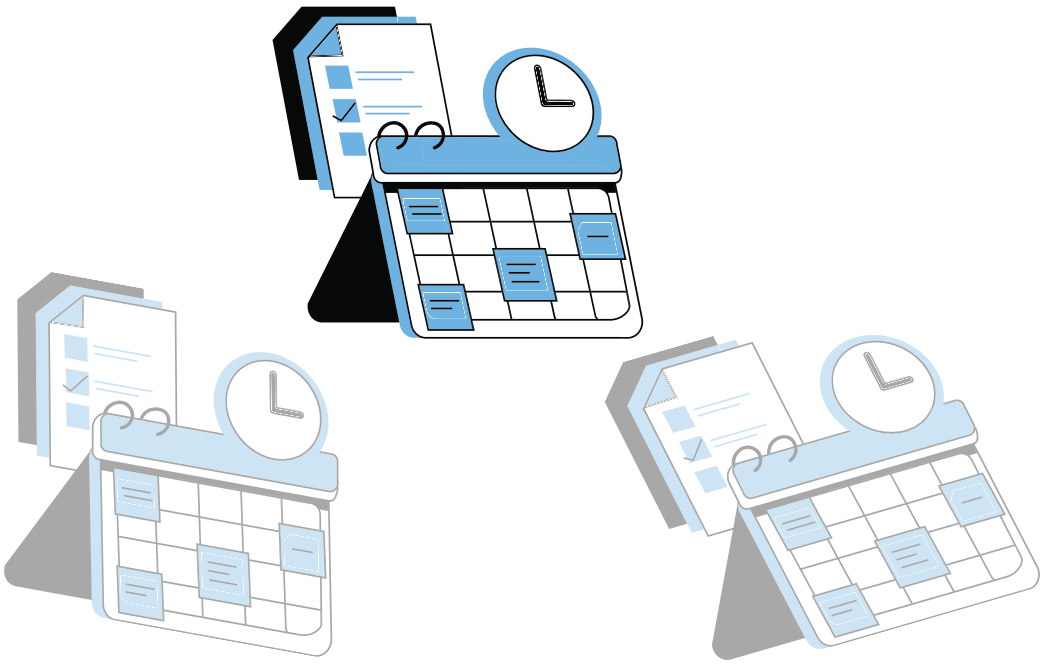
Work Plans should serve as a framework and guide for future discussion and work the Committee intends to undertake. Work Plan goals should be broad ideas/topics that can be used to create action steps or noted milestones as determined by the Committee. Work Plan goals should NOT be viewed as individual finite decisions points.

Development Guidance

Determine broad goals for the Committee to work from in the calendar year. Within each goal, outline potential action steps or milestones the Committee can take to accomplish the broader goal. Note associated timelines. Assign Committee Members to action steps/milestones**. Work plans should be reviewed quarterly at minimum and updated where appropriate.**

ANNUAL WORK PLANS EXAMPLE

Committee Work Plan Goal	Goal Action Steps/Milestones	Goal Timelines (*where known/ feasible*)	Associated Committee Members (*where known/ feasible*)	Updates
Work together with PRCR staff to generate public awareness for local events, to collaborate and ensure that more residents are informed and engaged in community activities.	1. Establish information sharing with HOA 2. Provide on location support 3. Be social media influencers	Continuous As Needed	1. John Doe 2. Jane Doe and Sam Smith 3. Susie Smith and Jane Doe	Quarterly



ANNUAL REPORTS

PURPOSE

Annual Reports are presented to Town Council at the end of each year to summarize the Committee's activities, highlight key accomplishments, and showcase completed projects. These reports promote transparency, reflect the Committee's collective work, and provide the Council with information needed to guide future work plans and support evaluation efforts.



ANNUAL REPORTS EXAMPLE

SUMMARY OF REPORT

Provide a brief description of the report, including the type of overall guidance and direction that the committee offered the Town Council or Staff. Restate the purpose of the report and consider briefly highlighting its major points as part of the summary.

HIGHLIGHTS

Describe each highlight broadly, including the problem or challenge and solution or opportunity.

EDUCATION AND OUTREACH

Use this section to summarize any education programs or outreach strategies that members participated in or implemented during the calendar year.



LEGAL REQUIREMENTS

Terms 26

Attendance 27

Ethics and Conflicts of Interest 28

Rules of Procedure 31

Open Meeting Law 34

Public Records 36

Communications General Guidance 37



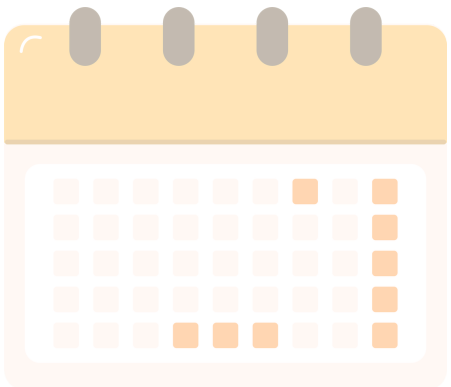
TERMS

A member's term refers to the length of time that they will be appointed to the advisory committee seat. Specific dates will vary per seat and time of appointment.

Members may be appointed to a full term or appointed to fill a vacated seat for the remainder of the original term. Full terms are two years with the exception of three-year terms on the Planning and Zoning Board. Residents may only serve on one Advisory Committee at one time. There are no term limits for members to be appointed to consecutive terms.

Chair and Vice Chair Term Limits: The Chair and Vice Chair shall be appointed on an annual basis to a one-year leadership term. Any member appointed to the position of Chair OR Vice Chair shall hold that seat for no more than two consecutive terms (one year per term, two years total). Any member appointed to the position of Vice Chair and Chair (or Chair and Vice Chair) consecutively may only serve a maximum two terms per appointed office (two years each as Chair and Vice Chair, for a maximum total of four years). Exceptions to term maximums can be made at Town Council discretion.

Members should reference their appointment letter from the Town Clerk for specific details about their appointment.



ATTENDANCE

Each member is responsible for faithfully attending and actively participating in all regular meetings of their committee. Any member who expects to be absent at an upcoming meeting shall notify the Staff Liaison as soon as the absence is known but in writing at least 24 hours prior to the meeting.

Absence Limits:

If the committee meets 12 times, 4 absences result in dismissal.
If the committee meets 8 - 11 times, 3 absences result in dismissal.
If the committee meets 7 or fewer times, 2 absences result in dismissal.

The Clerk's Office will notify members of absences, potential dismissals, and final dismissal.

Exceptions:

There are no excused absences. Members who are dismissed from their position due to extenuating circumstances should work closely with their Staff Liaison and the Clerk's Office if they wish to appeal to Town Council. The process can be found in the Appointed Public Bodies Administrative Policy and must begin within 72 hours of receipt of the notice of dismissal.

ETHICS AND CONFLICT OF INTEREST

When participating in a committee meeting or when conducting Town business (whether in person, via e-mail, social media, or other communication methods), members shall conduct themselves in an ethical and professional manner. Members are responsible for representing the interests of the Town and the committee which they have been appointed to. Members shall not advocate for personal interests or personal agendas that are not directly related to the committee's goals as established in the charter and workplan approved by Town Council.

What is ethical behavior?

Ethical behavior for committee members means acting with integrity, professionalism, and respect while representing the Town, ensuring their conduct supports the committee's mission rather than personal interests. It includes making fair, objective decisions, following established rules, and treating fellow members, staff, and the public with courtesy at all times.

What is professional behavior?

Professional behavior means conducting oneself with respect, courtesy, and integrity while representing the Town, including communicating appropriately and avoiding actions that disrupt meetings or undermine others. It reflects a commitment to acting responsibly, reliably, and in a manner that upholds the reputation and expectations of the committee.

ETHICS AND CONFLICT OF INTEREST

It is the responsibility of an individual committee member to bring to the attention of the entire committee any item for which there may be a conflict of interest.

A conflict of interest exits if a member is an officer, partner, or director of an entity that will benefit from a member's participation or vote on a particular matter.

A conflict of interest exits if a member owns all or a portion of a business entity that will benefit from a member’s participation or vote on a particular matter.

A conflict of interest may exist if a member, as an employee of an entity involved in a contract or undertaking with the Town, would receive a direct or indirect monetary or material benefit related to the member’s participation or vote on a matter related to such contract or undertaking.

A member and/or their family members should not accept a gift if it could be inferred that the gift was intended to influence the member’s vote or participation on a matter coming before the member’s committee or board or intended as a reward for such a vote or participation.



ETHICS AND CONFLICT OF INTEREST

Advisory Committee members are expected to adhere to the guidelines set forth in the Appointed Public Bodies Administrative Policy any time they are attending a Town or Committee activity or are otherwise involved in representing or could be reasonably perceived to be representing the Committee.

Meeting Conduct: Meeting discussion and comments shall be focused on the topics and business outlined in the adopted meeting agenda. **It is within the scope of authority and responsibility of the Chair/Vice Chair to redirect any meeting discussion not aligned with the adopted meeting agenda.**

Members shall be respectful of one another, staff, and guests and shall not participate in inappropriate behavior and/or disrupt the meeting. Behaviors that could be considered inappropriate and/or could disrupt a meeting include but are not limited to: Speaking out of turn and/or interrupting others, and disparaging or denigrating the opinions and views of other committee members. **Courteous disagreement and discourse are appropriate and acceptable.**

Reporting Inappropriate Conduct: It is the responsibility of any Advisory Committee Member or Town staff member who observes or is subjected to inappropriate or disruptive conduct by an Advisory Committee Member to address and/or report such conduct as soon as possible after the behavior is observed. More detailed information can be located within the Appointed Public Bodies Administrative Policy.

RULES OF PROCEDURE

A regularly scheduled committee meeting follows an established agenda, beginning with a call to order by the Committee Chair and roll call to ensure a quorum is present before business proceeds.

Quorum:
At least 50% of the appointed members, (MUST include the Chair OR Vice Chair), will constitute a quorum. Committee vacancies may affect quorum numbers. This policy item does not apply to the Planning and Zoning Board which is addressed in the Unified Development Ordinance.
If both the Chair and Vice Chair are not present, regardless the number of members present, a quorum cannot be met. Absent a quorum, no business shall be conducted. After fifteen (15) minutes from the posted and official start of a committee meeting, absent a quorum, the regularly called meeting cannot be held, and the minutes should state that “There was no quorum, so no official meeting was held. The minutes shall reflect both members in attendance AND any members absent. Committees experiencing a continued lack of quorum (i.e., three consecutive meetings), will trigger a review of the reasons for the lack of quorum and development of an action plan to remedy the quorum issue.

Discussion is expected to remain focused on the agenda topics and the committee’s approved workplan, with all members participating respectfully and professionally throughout the meeting. Motions precede a vote and are handled in an orderly manner. Members are responsible for representing the Town’s interests while helping the meeting run efficiently and productively.

RULES OF PROCEDURE

Making a Motion:

A motion is a formal proposal made by any committee member to take a specific action. A member must be recognized by the chair in order to address the committee. Examples of a motion are approving minutes, taking a recess (break), or adjourning (ending) the meeting. It is essentially someone saying, “I propose we do this,” and it must be seconded before it can proceed.

Debate:

The chair shall state the motion and then open the floor to and preside over the debate,

The maker of the motion is entitled to speak first and then each member has a chance to speak. A member who has not spoken on the issue shall be recognized before a member who has already spoken. No member may speak more than twice on the same substantivate motion. Courteous disagreement and discourse are appropriate and may occur during a debate. Members must abide by the rules of conduct and resist speaking out of turn and/or interrupting others. Disparaging or denigrating the opinions and views of other committee members is prohibited.

Voting:

A vote, on the other hand, is the decision-making step where members indicate whether they agree or disagree with the motion. The vote determines whether the proposed action passes or fails, as reflected repeatedly in meeting minutes (e.g., motions “carried unanimously 7-0”). **It is the chair’s duty to acknowledge the vote and verbally state the voting results.**

RULES OF PROCEDURE

Duty to Vote:

Committee members are expected to participate fully and consistently in all votes brought before the committee. Every member shall vote unless a conflict of interest is declared and explained.

Voting is the primary method through which advisory bodies take action and provide formal recommendations to Town Council. Should a conflict of interest be declared, the remaining committee members will vote to excuse the conflicted member from voting, and it must be documented within the meeting minutes. The unexcused failure to vote by a member who has withdrawn without being excused by a majority vote of the remaining members present, shall be recorded as an affirmative note, but noted within the meeting minutes.

If a motion fails due to a tie vote, the members who voted against the motion are the prevailing side.

Ending the Meeting:

Once all agenda items have been discussed, a motion must be made to adjourn the meeting. To adjourn the meeting, a Committee Member must first make a motion. Another Committee Member must then second that motion. The Committee Chair will ask for a vote. Once the vote is complete, the Committee Chair will restate the motion, identify the members who made and seconded the motion, and announce the time at which the meeting was officially adjourned. Once the meeting is over, there is no further discussion regarding Committee business.

OPEN MEETINGS LAW

All Public Bodies will adhere to State Law for Open Meetings as defined by North Carolina General Statute. Any gathering of board members can invoke the open meetings law, which would impose notice, access, and other requirements. It is imperative members notify Staff Liaisons should they plan a social or informal gathering outside of committee meetings.

Notice of Meetings:

The regular schedule of meetings shall be posted to the Town Website when approved by the committee or no later than January 31 of each calendar year. **Meeting notice shall include the date, time, and location of the meeting to be shared with the full committee and posted to the Town's website.** If the scheduled meeting dates, new location or time of meetings are changed, a revised schedule must be voted on by the committee and posted for the public. If a special meeting is scheduled, it must be posted for notice to the public at least forty-eight hours before the meeting date.

Agendas:

Agendas and related materials will be posted to the Town Website no less than the Friday prior to the meeting day the following week.

Minutes:

Meeting minutes are required under the Open Meetings Law because they provide an official record of the actions taken, including proof of necessary conditions such as quorum, ensuring transparency and accountability to the public.

OPEN MEETINGS LAW

The requirements of the open meetings law apply whenever a majority of a committee's membership gather in person or simultaneously by electronic means to discuss or otherwise conduct committee business.

Emails:

E-mail correspondence (agenda preparation/work items/questions/comments/suggestions) outside of a public meeting shall be coordinated by and through the Staff Liaison only and should not include other committee members in the e-mail. To avoid deliberations outside of committee meetings, individual members shall not "reply all" to staff emails that include the entire committee but will respond directly to the Staff Liaison and the Staff Liaison will share responses with the entire committee.

Virtual:

Due to open meeting law requirements, committees and boards are unable to accommodate virtual participation.

Social or Informal Gathering:

All meetings of a public body are subject to Open Meetings Law. This means if a quorum of committee or board members plan a social or informal gathering, they must notify the Staff Liaison prior to the event. Examples may include but are not limited to brunch, a holiday party, an event that requests committee members attendance. This will allow the Staff Liaison time to confer with the Clerk's Office for guidance on how the Open Meetings Law would apply to the planned gathering.

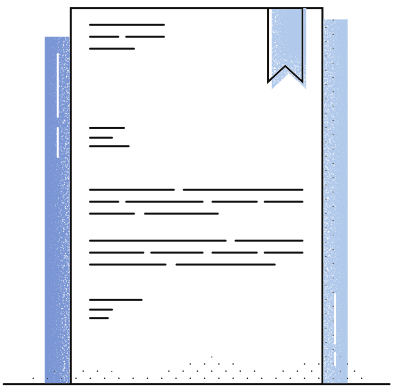
PUBLIC RECORDS

NC Public Records Law Acknowledgment

North Carolina Public Records Law: § 132-1(a) defines public records: "Public record" or "public records" shall mean all documents, papers, letters, maps, books, photographs, films, sound recordings, magnetic or other tapes, electronic data-processing records, artifacts, or other documentary material, regardless of physical form or characteristics, made or received pursuant to law or ordinance in connection with the transaction of public business by any agency of North Carolina government or its subdivisions.

I understand that these materials, including but not limited to emails, are subject to public inspection and copying in accordance with N.C. General Statue § 132-1(a).

I agree to use _(Insert Committee Member email)__ for all committee correspondence and report any changes or issues related to its use to the Town Clerk's Office.



COMMUNICATIONS GENERAL GUIDANCE

Advisory Committee Members must recognize that any information they post on social media may be perceived as representative of the opinion(s) of the committee, Town Council, and/or the Town given their appointed position. To encourage public engagement and constructive dialogue, while maintaining the dignity and integrity of the Town and its Advisory Committee Members, the following best practices are intended to ensure that the use of social media by Advisory Committee Members is done in a responsible manner.

- **Use social media posts to share information** and inform the public and to encourage public participation.
- **Be honest and accurate when posting information**, and quickly correct any mistakes, misstatements and/or factual errors in content upon discovery.
- **Avoid policy or topical debate and discussion on social media platforms.**
- Promote constructive dialogue and civic engagement.
- **Avoid undignified remarks on social media platforms and on others' social media platforms.** Undignified remarks are those that "lack seriousness in manner, appearance or language."
- **Avoid discourteous remarks.** Discourteous remarks include those that display "unpolished manners or disrespect for others."
- **Refrain from disruptive statements.** A disruptive statement is one that contains profanity, commercial advertising, or content which is entirely off- topic.

COMMUNICATIONS GENERAL GUIDANCE

- **Avoid personal attacks, which are disparaging remarks that attribute motives to a person's action.** Statements of fact, or of your own opinion are generally not personal attacks.
- Consider whether liking, sharing, retweeting, or commenting on social media posts **could be perceived as an official endorsement** by the Town or the Committee.
- If discussing committee or Town business, clarify with a statement for any such post: **“Opinions on this account are my own and do not reflect the opinions of the Town of Morrisville.”**

Individuals should be cautious when speaking publicly, maintain professionalism, and clearly distinguish personal views from those of the full governing body. Members must use careful, accurate, and honest language and remain mindful that public comments may be interpreted as representing the Town.

Committee and board members should not engage with the media. Members should consult with the Staff Liaison prior to any media contact so they may notify the appropriate parties.

APPENDIXES

FAQ's 40

Motions Cheat Sheet 41

Common Terms 42

Charters 47

Appointed Public Bodies Administrative Policy 59



FAQ'S

Frequently Asked Questions:

What is the time requirement for being an appointed member?

You are expected to attend all scheduled meetings, generally held once per month, and to participate in at least one Town event each calendar year as a representative of your committee.

What if I miss a meeting?

You should notify your Committee Chair and Staff Liaison as soon as you become aware that you will be unable to attend a meeting. If an unexpected situation arises, you should contact them as promptly as possible after the absence.

How do I know if a meeting has been cancelled?

The Staff Liaison will send an email updating members of any cancelled meetings.

Who do I contact if I have a question about committee procedures or need more information on some aspect of Town operations?

You would contact your Committee Chair and Staff Liaison.

How can I add something to the agenda?

You can make a motion during an open meeting. If it is outside of a meeting, you can make your request to the Committee Chair.

Can I choose not to vote on a motion?

Voting is a required responsibility for all appointed members, and a member may abstain only when they publicly declare a valid conflict of interest.

MOTIONS CHEAT SHEET

Motion	What to Say	Interrupt?	Second?	Vote?
Introduce business	I make a motion to...	No	Yes	Majority
Amend	I make a motion to amend...	No	Yes	Majority
Suspend Consideration	I make a motion to table...	No	Yes	Majority
Adjourn	I make a motion to adjourn...	No	Yes	Majority
Postpone consideration	I make a motion to postpone the matter until...	No	Yes	Majority
Recess	I make a motion that we recess...	No	Yes	Majority
Retake tabled matter	I make a motion to take from the table...	Yes	Yes	Majority
Reconsider prior matter	I make a motion to reconsider our action related to...	Yes	Yes	Majority

COMMON TERMS

Advisory Board: These boards establish both short- and long-range objectives and provide recommendations to the Town Council. In their advisory role, the committees serve as key channels for community input, offering valuable resident perspectives on a wide range of issues affecting the town.

Agenda: A document often prepared prior to each meeting, that may include a meeting call to order, approval of the agenda, and approval of previous meeting minutes. Additionally, it should list items to be discussed during meetings, including events, activities, presenters, community reports, new and old business, and other announcements.

Agenda Packet: A compiled set of documents that provides meeting participants with the agenda and all supporting materials needed for informed discussion and decision-making.

Annual Report: An annual report is the report given to Town Council that shares the activities of the last year, highlights key accomplishments, and showcases projects completed.

Annual Work Plan: An annual work plan is developed by each Committee every year to guide its activities and ensure its efforts remain aligned with its approved charter. Each plan is submitted to the Town Council annually for review and approval.

Board, Commission, Advisory, Committee, and sub-committee: Despite the variation in names, the term board or committee refers to any group which is appointed to serve Town Council.

COMMON TERMS

Charter: A formal governing document that establishes the legal authority, structure, powers, and responsibilities of a municipality or appointed body.

CIP or Capital Improvement Plan: A multi-year planning document that outlines a municipality's major infrastructure projects, their anticipated costs, funding sources, and timelines to guide long-term community investment.

Clerk's Office: The municipal department responsible for managing official records, supporting governing boards, facilitating public transparency, and coordinating administrative functions such as public information requests.

Committee Chair: A member selected as an officer that provides leadership to committees, ensures meeting procedures are done in a timely and orderly matter, adheres to policies and procedures, and evaluates board decision making and effectiveness to meet board or Council purpose.

Conflict of Interest: Refers to the ethical problems that may arise between parties with a preexisting relationship.

CTP or Comprehensive Transportation Plan: A long-range planning document that establishes a community's vision for its future transportation network by identifying existing needs, recommending projects and strategies, and guiding implementation and funding decisions.

Department Director: The department administrator that ensures work is coordinated, standards are met, and responsibilities are carried out.

COMMON TERMS

ETJ or Extraterritorial Jurisdiction: ETJ): The area outside a municipality's corporate limits where the town is authorized by state law to apply and enforce its planning and development regulations.

Member: The term member shall mean any person appointed, reappointed, or confirmed as a member of a board.

Minutes: Are the official written record that summarizes the actions taken, key points discussed, and attendance details of a meeting.

Motion: A formal proposal made by a voting member during a meeting to prompt the group to take a specific action or make a decision.

Municipalities: Are local government entities, such as towns or cities, that are established under state law to provide public services, adopt ordinances, and manage community needs within their defined boundaries.

Officers: Board members that are elected to preside over all meetings of the Boards and Committees.

Official Meeting: A meeting, assembly, or gathering together at any time or place or the simultaneous communication by conference telephone or other electronic means of a majority of the members of a public body for the purpose of conducting hearings, participating in deliberations, or voting upon or otherwise transacting the public business within the jurisdiction, real or apparent, of the public body.

COMMON TERMS

Open Meeting Law: Also known as “Meetings of Public Bodies,” the Open Meeting Law give the public the right to attend official board and committee meetings, except in cases where a closed session is permitted.

Public Comment: The designated portion of a meeting where members of the community may speak to the governing body to share input, concerns, or feedback on matters of public interest.

Public Record: In general, all documents generated or received by you in your capacity as a board or committee member are public records and are subject to access by the public.

Quasi-Judicial Board: These boards issue findings of fact and legal conclusions when deciding appeals related to the Unified Development Ordinance. Their proceedings are quasi-judicial, requiring adherence to due process standards, and their decisions may be appealed to Superior Court. They may also serve in an advisory capacity.

Quorum: The minimum number of members whose presence is required before a meeting can legally take action. The quorum for boards and committees is more than half (half the members, plus one) of the committee members.

Records Retention: The required practice of keeping government records for a specified period.

Recruitment: The process of publicly advertising vacancies, collecting applications, and supporting the Town Council in selecting and appointing qualified community members to serve on advisory boards and committees.

COMMON TERMS

Robert's Rules of Order: Robert's Rules is a framework of codes and rules of ethics that helps groups hold orderly meetings. Although not required, many boards and committees follow Robert's Rules of Order to conduct their meetings.

SharePoint: The Town's cloud-based platform used to store, organize, manage, and share documents and information so staff can collaborate efficiently across departments.

Social media: Refers to all internet-based platforms and tools that allow users to create, share, and exchange information, ideas, and content through online communication.

Special Meetings: Are meetings held outside a public body's regular schedule, called by the chair or a majority of the board, and requiring formal public notice under open meetings law.

Staff Liaison: The Town employee assigned to support an advisory committee by managing its administrative tasks and serving as the primary connection between the committee, Town staff, and the Clerk's Office.

Statutes: Are laws formally enacted by a legislative body, such as the North Carolina General Assembly.

UDO or Unified Development Ordinance: The comprehensive set of local regulations that governs how land may be used and developed, combining zoning, subdivision, environmental, and related development standards.

Vice Chair: Officer that shares the same responsibilities as the board Chair and acts as sitting Chair in the Chair's absence.

CHARTERS

Current Town of Morrisville Advisory Committee's

Morrisville Environmental and Stormwater Committee

Parks, Recreation and Cultural Resources Advisory Committee

Planning and Zoning Board

Public Safety Advisory Committee

Senior Advisory Committee



CHARTER OF THE MORRISVILLE ENVIRONMENT AND STORMWATER COMMITTEE (MESC)

WHEREAS, the Morrisville Town Council desires to have community involvement in establishing and maintaining innovative stormwater, renewable energy and sustainability policies and programs.

NOW, THEREFORE, BE IT RESOLVED THAT THE MORRISVILLE TOWN COUNCIL amends the Morrisville Environment and Stormwater Committee charter as follows:

1.**NAME OF COMMITTEE:** The Morrisville Environment and Stormwater Advisory Committee (MESC) referred to herein as the Committee.

2.**PURPOSE:** The Committee shall be an advisory committee to the Town Council. The Committee will consider, recommend, report and advocate on behalf of issues and topics related to the establishment and maintenance of stormwater and sustainability policies and programs, including area of focus such as environmental, renewable energy, recycling and solid waste. for Town Council consideration in the Town's strategic plan, annual budget and operational policies and practices.

3.**DUTIES:** The Committee's duties shall include:

a.Discuss, research, and make recommendations to Town Council on topics including, but not be limited to, the following:

1.Curbside residential solid waste, yard waste and recycling collection and disposal as well as illegal discharges and improper disposal of waste.
2.Recycling, stormwater and environmental sustainability policies.
3.Budget items related to stormwater, sustainability, renewable energy, solid waste and recycling.

b. Plan and staff exhibits and events to promote and involve the public in recycling, stormwater and environmental sustainability.
c. Promote local recycling, stormwater and other environmental programs and education to residents and in local schools and recommend supplemental efforts that serve to improve the Town's awareness.
d. Develop an annual workplan for review and endorsement by Town Council. The annual workplan will be focused on local government, and citizen/community outreach goals and objectives.

4.**TOWN SUPPORT OF THE COMMITTEE:** The Public Works Department will be the lead department providing staff support to the Committee to include, but not be limited to, the following functions:

a. Serve as primary liaison between the Committee and Town Council.
b. Attend and assist in facilitating all Committee meetings.
c. Coordinate agenda management, including preparing a draft agenda, minutes, and related discussion items for each meeting.
d. Assist in development of the annual workplan, reports to Town Council, and support of other joint advocacy efforts.
e. Distribute documents and materials to Committee members as necessary.

Version 2, adopted June 8, 2021 (RES 2021-198-0E)

ATTEST:

TJ Cawley, Mayor

Eric W. Smith II, Town Clerk

CHARTER OF THE MORRISVILLE PARKS, RECREATION AND CULTURAL RESOURCES ADVISORY COMMITTEE (PRCRAC)

WHEREAS, the Morrisville Town Council desires to have community involvement in establishing and maintaining Parks, Recreation and Cultural Resources policies and programs.

NOW, THEREFORE, BE IT RESOLVED THAT THE MORRISVILLE TOWN COUNCIL amends the Parks, Recreation and Cultural Resources Committee charter as follows:

1.**NAME OF COMMITTEE**: The Morrisville Parks, Recreation and Cultural Resources Committee referred to herein as the Committee.

2.**PURPOSE:** The Committee shall be an advisory committee to the Town Council. The Committee will consider, recommend, report and advocate on behalf of issues and topics supporting the parks, recreation and cultural resources needs and interests of the community to Town Council for consideration in the Town's Strategic Plan, Parks and Recreation Master Plan, Comprehensive Transportation Plan, annual budget and operational policies and practices.

3.**DUTIES:** The Committee's duties shall include:

a. Discuss, research, and make recommendations to Town Council on topics including, but not be limited to, the following:

1. Enhancements to recreational facilities, events, and programs, particularly with an emphasis on creativity and innovation.
2. Opportunities to enhance cultural engagement, awareness, and diversity in the Town through innovative events and programming.
3. Long-range plans in alignment with the Parks and Recreation Master Plan, to include tracking of committee workplan goals and milestones.
4. Efforts to maintain the Department's Commission for Accreditation of Park and Recreation Agencies (CAPRA) accreditation and/or to consider community designations related to park, recreation, and cultural activities.
5. Acquisition of recreational or cultural lands and structures through gifts, purchases, or leases; and
6. Acceptance of grants, gifts, bequests, or donations of personal or real property offered or made available for recreation or cultural purposes and which is judged to be of present and/or future use.
7. Innovative opportunities, activities, or programming related to the Arts.

b. Actively promoting Parks, Recreation and Cultural Resources Department facilities and programming.
c. Reviewing and offering feedback on and support for the annual Parks, Recreation and Cultural Resources operating budget.
d. Reviewing and offering feedback on and support for Parks, Recreation and Cultural Resources' capital improvement projects.
e. Develop an annual workplan for review and endorsement by Town Council. The annual workplan will be focused on local government, and citizen/community outreach goals and objectives.

4. TOWN SUPPORT OF THE COMMITTEE: The Parks, Recreation, and Cultural Resources Department will be the lead department providing staff support to the Committee to include, but not be limited to, the following functions:

a. Serve as primary liaison between the Committee and Town Council.
b. Attend and assist in facilitating all Committee meetings.
c. Coordinate agenda management, including preparing a draft agenda, minutes, and related discussion items for each meeting.
d. Assist in development of the annual workplan, reports to Town Council, and support of other joint advocacy efforts.
e. Distribute documents and materials to Committee members as necessary.

Version 2, adopted June 8, 2021 (RES 2021-198-0B)

ATTEST:

TJ Cawley, Mayor

Eric W. Smith II, Town Clerk

2. Voting
The concurring vote of four members of the Board of Adjustment shall be necessary to approve a Variance. The affirmative vote of three members shall be required for all other decisions, other than to adjourn a meeting for lack of a quorum.

H. Conflict of Interest

1. A Board of Adjustment member shall not participate in the review of, or vote on, an application for a Variance or Administrative Appeal if the action proposed by the application creates a conflict of interest. Such a conflict of interest exists if the member:

a. Has a fixed opinion prior to a hearing on the application that is not susceptible to change;
b. Fails to disclose *ex parte* communications;
c. Has a financial interest in the outcome of the review;
d. Has a close familial, business, or other associational relationship with an affected person; or
e. Otherwise has a relationship or acts in a manner that would violate affected persons' constitutional rights to an impartial decision maker.

2. If an objection is raised to a board member's participation in a matter based on a conflict of interest, and the member does not recuse himself or herself, the remaining members of the board present shall by majority vote determine whether the member is or is not disqualified from participating in the review.

I. Rules of Procedure
The Board of Adjustment shall adopt rules of procedure governing its procedures and operations. Copies shall be made available for public inspection in the Planning Department.

2.2.3. Planning and Zoning Board

A.Establishment
The Planning and Zoning Board is hereby established in accordance with state law.

B. Powers and Duties

1. Review of Development Applications
The Planning and Zoning Board shall have the review and recommendation authority and responsibilities shown in Table 2.3, Summary Table of Development Review Procedures.

2. Other Powers and Duties

a. Prepare Comprehensive Plan
The Planning and Zoning Board shall formulate and maintain a Comprehensive Plan.

b. Studies
The Planning and Zoning Board shall make careful studies of present conditions and the probable future development of the town and its environs, including, but not limited to, land use surveys, population studies; economic base studies; school, park, and recreation studies; and traffic and parking studies.

c. Other Powers and Duties
The Planning and Zoning Board shall have any other powers and duties delegated to it by the Town Council, consistent with state law.

C. Membership, Appointment, and Terms of Office

1. Membership and Appointment

a. The Planning and Zoning Board shall consist of five regular voting members and two alternate members.

b. Four of the regular members shall be residents of the Town's incorporated area and shall be appointed by the Town Council.

c. One regular member shall be a resident of the Town's extraterritorial jurisdiction (ETJ) and shall be appointed by the Wake County Board of Commissioners.

d. The two alternate members shall be residents of either the Town's incorporated area or its extraterritorial jurisdiction and shall be appointed by the Town Council.

2. Alternate Members

The Chair of the Planning and Zoning Board shall assign alternate members, generally on a rotating basis, to serve as substitutes for regular members who are temporarily absent or disqualified. When substituting for a regular member, an alternate member shall have the same powers and duties as the replaced regular member.

3. Terms

a. Members of the Planning and Zoning Board shall be appointed for three-year terms that are staggered such that the terms of not more than three regular members and two alternate members expire in a given year. Board members may be appointed to successive terms without limitation.

b. Vacancies occurring for reasons other than expiration of the term shall be filled for the period of the unexpired term only, and by the body (Town Council or Wake County Board of Commissioners) that appointed the vacating member.

c, Board members shall continue to serve until their successors are appointed.

4. Attendance

Planning and Zoning Board members are responsible for attending all regular board meetings as set forth by the Town Council and may be replaced in accordance with the current public body attendance policy.

D. Staff

The Planning Director shall serve as the professional staff for the Planning and Zoning Board and as the board's secretary, providing it administrative support, notifying members of board meetings, and keeping the minutes of meetings.

E. Officers

1. The Planning and Zoning Board shall recommend one of its members to serve as its Chair and another as its Vice-Chair. The Town Council shall consider those recommendations and appoint the board's Chair and Vice-Chair, each to serve a one-year term. Members may be appointed to successive terms without limitation.

2. The Chair shall preside over all board meetings. The Vice-Chair shall preside over board meetings in the absence of the Chair. If both the Chair and Vice-Chair are absent, the board shall vote to determine who shall serve as acting Chair for the meeting.

F. Meetings

1. Meeting Schedule
The Planning and Zoning Board shall establish a schedule of regular meetings—including the date, time, and location of meetings—and keep a copy of the schedule on file with the Town Clerk. The Chair may adjourn a regular meeting on determining that there are no agenda items for consideration, and may call a special or emergency meeting in accordance with state law.

2. Meeting Notice
Notice of all Planning and Zoning Board meetings shall be provided in accordance with state law and the public meeting requirements in Section 2.4.5.B, Public Notice.

3. Open Meetings
Planning and Zoning Board meetings shall be open to the public in accordance with state law.

4. Meeting Procedure
In conducting its meetings, the Planning and Zoning Board shall follow rules of procedure adopted in accordance with Section 2.2.3.I, Rules of Procedure, consistent with the procedural requirements of this Ordinance and state law.

5. Meeting Record
The Planning and Zoning Board shall keep full and accurate minutes of its meetings in accordance with state law, including its findings and decisions and the votes thereon. Meeting minutes shall be a public record in accordance with state law.

G. Quorum and Vote

1. Quorum
Three members of the Planning and Zoning Board shall constitute a quorum. No official business of the board shall be conducted without a quorum present.

2. Voting
The concurring vote of a majority of Planning and Zoning Board members present and constituting a quorum shall be required for all decisions of the board, other than to adjourn a meeting for lack of a quorum.

H. Conflict of Interest
A Planning and Zoning Board member shall not participate in the review of, or vote on, a development application if the outcome of the matter is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member.

I. Rules of Procedure
The Planning and Zoning Board shall adopt rules of procedure governing its procedures and operations. Copies shall be made available for public inspection in the Planning Department.

2.2.4. Town Council

A. Powers and Duties
To exercise the authority granted it by state law and the Town's charter, the Town Council shall have the following powers and duties under this Ordinance.

CHARTER OF THE MORRISVILLE PUBLIC SAFETY ADVISORY COMMITTEE (PSAC)

WHEREAS, the Morrisville Town Council is responsible for enacting and enforcing local laws protecting the health, safety, and welfare of the community and the peace and dignity of the Town; and

WHEREAS, the Morrisville Town Council has determined that an advisory committee is needed to assist the Town Council with meeting this important responsibility.

NOW, THEREFORE, BE IT RESOLVED THAT THE MORRISVILLE TOWN COUNCIL amends the Public Safety Advisory Committee as follows:

1.**NAME OF COMMITTEE:** The Morrisville Public Safety Advisory Committee referred to herein as the Committee.

2.**PURPOSE:** The Committee shall be an advisory committee to the Town Council. The Committee will consider, recommend, report and advocate on behalf of issues and topics supporting the health, safety, and welfare of its citizens and the peace and dignity of the community for Town Council for consideration in the Town's strategic plan, annual budget and operational policies and practices.

3.**DUTIES:** The Committee duties shall include:

a.Discuss, research, and make recommendations to Town Council on topics including the following:

1.Innovative methods and concepts to protect and improve citizens' health, safety, and welfare and the peace and dignity of the Town.
2.Budget items related to public safety.
3.Exhibits and events to promote and encourage public safety awareness.

b. Receive and address inquiries and concerns from residents and/or community groups on issues related to public safety, including parking, speeding, pedestrian safety and other related situations.
c. Review, research and consider updates and modifications to Town ordinances to support public health, safety and welfare of its citizens.
d. Develop educational information and articles to be utilized in Town communication mechanisms, educational campaigns, and the Town's Newsletter.
e. Develop an annual workplan for review and endorsement by Town Council. The annual workplan will be focused on local government, and citizen/community outreach goals and objectives.

4.**TOWN SUPPORT OF THE COMMITTEE:** The Police Department (in odd numbered calendar years) and the Fire Department (in even numbered calendar years) will be the lead departments providing staff support to the Advisory Committee to include, but not limited to, the following functions:

a. Serve as primary liaison between the Committee, Town Council and Other Advisory Committees.
b. Attend and assist in facilitating all Committee meetings.
c. Coordinate agenda management including preparation of a draft agenda, minutes, and related discussion items for each meeting.
d. Assist in development of the annual workplan, reports to Town Council, and support of other joint advocacy efforts.
e. Distribute documents and materials to Committee members as necessary.

Version 6, adopted June 8, 2021 (RES 2021-198-0A)

ATTEST:

TJ Cawley, Mayor

Eric W. Smith II, Town Clerk

CHARTER OF THE MORRISVILLE SENIOR ADVISORY COMMITTEE (SAC)

WHEREAS, the Morrisville Town Council desires to have community involvement in establishing and maintaining programs for the Town's over 55 senior population.

NOW, THEREFORE, BE IT RESOLVED THAT THE MORRISVILLE TOWN COUNCIL amends the Senior Advisory Committee as follows:

1.**NAME OF COMMITTEE:** The Morrisville Senior Advisory Committee referred to herein as the Committee.

2. **PURPOSE:** The Committee shall be an advisory committee to the Town Council and will consider, recommend, report and advocate on behalf of issues and topics supporting the needs of our senior community to Town Council for consideration in the Town's strategic plan, Parks and Recreation Master Plan, annual budget and operational policies and practices.

3.**DUTIES:** The Committee's duties shall include:

a.Discuss, research, and make recommendations to Town Council on topics including the following:

1.Proposed budget items related to active seniors' programs and activities.
2.Senior Center programming and facility amenities.
3.Seniors events, activities and programs.
4.Programs, activities and opportunities to support and improve quality of life and healthy living for the active senior's population of the Town.

b. Plan and staff exhibits at appropriate events to promote seniors activities and topics of interest to engage active seniors in the community
c. Suggest and develop public awareness about senior programs and activities to be incorporated into Town communication channels.
d. Develop an annual workplan for review and endorsement by Town Council. The annual workplan will be focused on local government, and citizen/community outreach goals and objectives.

4.**TOWN SUPPORT OF THE COMMITTEE:** The Parks, Recreation, and Cultural Resources Department will be the lead department providing staff support to the Committee to include, but not be limited to, the following functions:

a. Serve as primary liaison between the Committee and Town Council.
b. Attend and assist in facilitating all Committee meetings.
c. Coordinate agenda management, including preparing draft agenda, minutes, and related discussion items for each meeting.
d. Assist in development of annual workplan, reports to Town Council and support of other joint advocacy efforts.
e. Distribute documents and materials to Committee members as necessary.

Version 3, adopted June 8, 2021 (RES 2021-198-0C)

ATTEST:

TJ Cawley, Mayor

Eric W. Smith II, Town Clerk

APPOINTED PUBLC BODIES ADMINISTRATIVE POLICY

Purpose

To establish committee management, oversight guidelines, and administrative procedures for Advisory Public Bodies appointed by the Town Council.

Scope

This policy addresses general administrative matters regarding Advisory Committees. This policy does not include specific areas of regulation of Advisory Committees where addressed within the Unified Development Ordinance (UDO) for the Planning and Zoning Board (PZB) and noted herein. Except where outlined in the UDO, all guidelines for committees are applicable to the Planning and Zoning Board.



Appointed Public Bodies Administrative Policy
Version 12

Approved: December 10, 2024

Supersedes: October 24, 2023

Prepared By: Clerk's Office

Approved By: Town Council

I. Purpose

To establish committee management, oversight guidelines, and administrative procedures for Advisory Public Bodies appointed by the Town Council.

II. Scope

This policy addresses general administrative matters regarding Advisory Committees. This policy does not include specific areas of regulation of Advisory Committees where addressed within the Unified Development Ordinance (UDO) for the Planning and Zoning Board (PZB) and noted herein. Except where outlined in the UDO, all guidelines for committees are applicable to the Planning and Zoning Board.

III. Definitions

1. Lead/Department –identifies the Town of Morrisville department designated to facilitate alignment of Town Council goals and objectives with the work of the Committee and provide technical guidance and administrative support to a specific committee(s). Responsibilities outlined in Section 9.b.

2. Appointment/appointed – any resident or, where authorized by Town Council, a non- resident with specific subject matter experience or expertise, selected to serve on a committee is appointed to that seat for a specified term.

3. Committee – used interchangeably, with "Advisory Committee" and "Public Body/Appointed Body". The collective membership of persons appointed by Town Council to serve in an advisory capacity to Town Council.

4. Committee Chair – recommended to Town Council for appointment by the committee membership to serve as head of an assigned committee. Town Council will affirm final recommendation of Committee Chairs annually. Responsibilities of the Chair include but are not limited to facilitation and management of meetings, ensuring members behave in a manner consistent with the Conduct Guidelines provided in Section 5, and coordinating with Town Council, Committee members and Staff Liaison on agenda topics for consideration.

5. Committee Vice Chair –Town Council will affirm final recommendation of Committee Vice Chairs annually. The Vice Chair assumes the role and responsibilities of the Chair in their absence, leading meetings and making decisions as necessary.

6. Leadership Team Member – A Town Department Head or Manager assigned to support a given committee. Responsibilities include but are not limited to assigning the Staff Liaison to manage the administrative work of the committee, advising the committee on policy topics, providing input/feedback on agenda topics, and assisting with the development of the annual work plan.
(Note: The Leadership Team Member is not the Staff Liaison but can serve as the main point of contact for all acting parties and may serve as a Staff Liaison in the absence of the Staff Liaison.)

7. **Staff Liaison** – A Town employee designated to assist a specific committee, overseeing various administrative tasks associated with the committee's operations.

IV. Policy

All appointed members shall be responsible for understanding the policy and abiding by its instruction.

V. Standard Procedures

1. NORTH CAROLINA OPEN MEETINGS and PUBLIC RECORDS LAWS

All Public Bodies will adhere to State Law for Open Meetings as defined by North Carolina General Statute Chapter 143 Article 33C Meetings of Public Bodies https://www.ncleg.gov/enactedlegislation/statutes/html/byarticle/chapter_143/article_33c.html.

a. Notice of Meetings:

The regular schedule of meetings shall be posted to the Town Website when approved by the committee or no later than January 31 of each calendar year. Meeting notice shall include the date, time, and location of the meeting to be shared with the full committee and posted to the Town's website. The Staff Liaison will also share calendar invitations for each meeting occurrence with all committee members containing the meeting location and meeting time. If the scheduled meeting dates, new location or time of the meeting is changed, a notice of the information is required to be posted at least 48 hours prior to the time of the meeting. Meetings are open to all attendees and the public. (See Section 6.a. MEETING SCHEDULE)

b. Agendas:

Agendas and related materials will be posted to the Town Website no less than the Friday prior to the meeting day the following week.

c. Emails:

Advisory Committees shall avoid conducting business outside of regularly scheduled or properly called special meetings. E-mail correspondence (agenda preparation/work items/questions/comments/suggestions) outside of a public meeting shall be coordinated by and through the Staff Liaison only and should not include other committee members in the e-mail. To avoid deliberations outside of committee meetings, individual members shall not "reply all" to staff emails that include the entire committee but will respond directly to the Staff Liaison and the Staff Liaison will share responses with the entire committee.

d. Contact Information:

Appointed Public Body Members shall keep their Staff Liaison updated on their current email address, phone number and mailing address. Any changes shall be reported as soon as the change occurs or at the next meeting attended, to ensure Town staff meeting notifications and correspondence are received.

e. Application:
A member's application is considered a public record of the Town of Morrisville. All applications are retained for one year following the conclusion of the previous Spring/Summer and Fall/Winter recruitment seasons. All application records are subject to the Town of Morrisville's Retention Policy. While applications are not publicly disclosed within agenda packets, they serve as a valuable resource for Town Council Members during their individual appointment selection processes.

2. COMMITTEE MEMBERSHIP/AUTHORITY

**This portion of the policy does not apply to the PZB which is addressed in the Unified Development Ordinance (Article 2: Administration, Sect. 2.2 Review Authorities, 2.2.2. Planning and Zoning Board).*

a. Advisory Committees in General:

i. Council may establish a charter or adjust a charter at any time. Town Council will review Committee Charters at least once every two years, and update if necessary.

ii. Advisory Committees and their members collectively are empowered to research, review, evaluate and share information with Town Council, as a body, and Town Staff to support and advance the work of the committee on behalf of the Town, in alignment with the specified Committee Charter and work plans.

iii. Advocacy authority and policy guidance for specific goals and initiatives remain with Town Council. Advisory committees do not have decision making authority.

iv. Shall not consist of more than 11 members at any given time, each serving without compensation. There shall be no alternate members.

v. Applicants must be 18 years or older to be eligible for appointment.

vi. Eligible persons must reside within the corporate limits of Morrisville.

- **Exception:** Smart City Steering Committee technical members may work in Morrisville and live outside Morrisville; however, residents with technical expertise will be given priority consideration.

- **Exception:** Committee members that move outside the corporate limits of Morrisville will become ineligible for membership reappointment but may request consideration to serve the remainder of their current term. A request to continue serving shall be made in writing and provided to the Committee Chair. The Committee Chair, in consultation with the Staff Liaison and Clerk's Office, will be responsible for verifying attendance and participation on the committee for continued membership eligibility. The Staff Liaison shall forward the written request for continued service to the Clerk's Office for final determination. Members are requested to provide advance notice when possible, to allow staff time to process a request to continue serving.

vii. Where possible, special training and/or experience in the field applicable to the committee is desired.

viii. Prior participation in Morrisville 101 is preferred.

ix. Committee members may be removed by the Town Council for any reason (See Section 5. CONDUCT).

b. Terms

i**.** All terms shall be for two years.

ii. Residents may only serve on one Advisory Committee at one time.

iii. Qualified Extra-Territorial Jurisdiction applicants may be appointed in the same manner as residents.

iv. There are no term limits for members to be appointed to consecutive terms.

c. Term Limits (Chair and Vice Chair positions):

i**.** The Chair and Vice Chair shall be appointed on an annual basis to a one- year leadership term.

ii. Any member appointed to the position of Chair OR Vice Chair shall hold that seat for no more than two consecutive terms (one year per term, two years total).

iii. Any member appointed to the position of Vice Chair and Chair (or Chair and Vice Chair) consecutively may only serve a maximum two terms per appointed office (two years each as Chair and Vice Chair, for a maximum total of four years). Exceptions to term maximums can be made at Town Council discretion.

iv. If elected to two consecutive terms per office appointment (four years), the member will then be ineligible to hold either the Chair OR Vice-Chair seat for a one-term (one year) period. Overall committee membership eligibility is otherwise, unaffected.

d. Senior Advisory Committee Only:

i. Applicants to the Senior Advisory Committee must be 55 years or older to be considered for appointment.

e. Subcommittees

i. Subcommittees of members of appointed public bodies are authorized but may not include members not appointed by Town Council or currently appointed members who have received an attendance warning letter (see section 7).

ii. Subcommittees must be formally established by vote of the committee membership, have a specific focus and work plan, and must be approved by the Town Manager (or designee) prior to beginning work.

iii. Subcommittees must consist of less than a quorum of committee members.

iv. A report of all work and actions of a subcommittee must be incorporated into the meeting agenda and presented to the committee for review and acceptance at each regular meeting.

v. All guidelines established in this policy, including Open Meetings and Public Records requirements, are applicable to subcommittees.

f. Membership Exclusions:

i. Town of Morrisville employees elected officials, or a spouse/partner of an elected official/Town of Morrisville employee are not eligible for appointment.

ii. Immediate family members (including parents, spouses, siblings, and children) may not serve on the same committee as a current appointee. There is no exclusion for appointment to separate committees.

3. OTHER APPOINTEDBODIES

Town Council may establish supplemental ad-hoc committees by a majority vote to address a specific need or purpose. Appointment of members and charter provisions, including the duration of the committee and terms of service for committee members, will be adopted by Town Council resolution.

Ad Hoc Committees may, based on the purpose of the committee and at Town Council discretion, include specific expertise designations and/or non-residents.

4. ESTABLISHMENT OF NEW STANDING ADVISORY BOARDS OR COMMITTEES

A new Advisory Committee may be established by majority vote of Town Council. A charter to establish the name, type, and purpose of the committee will be developed and adopted by Town Council. The meeting date, time and frequency will be established by the inaugural committee members, with a minimum of six and maximum of twelve meetings annually. A lead department and support functions will be included in the charter.

Fifty percent (50%) of the initial appointments to an Advisory Committee shall be for a three-year term with two-year terms to follow and the remaining fifty percent (50%) of the initial members appointed shall be for two-year terms to establish alternating term expirations. Terms shall be determined by ballot vote of Council.

At the first meeting with a quorum the following shall occur:

a. A meeting schedule shall be established.

b. A Chair and Vice Chair shall be recommended to Town Council by a majority number of the present members.

5. CONDUCT

When participating in a committee meeting or activity or when conducting or discussing Town business (whether in person, via e-mail, social media, or other communication methods), members shall conduct themselves in an ethical and professional manner. Members are responsible for representing the interests of the Town and the committee which they have been appointed to. Members shall not advocate for personal interests or personal agendas that are not directly related to the committee’s goals as established in the charter and workplan approved by Town Council.

The Appointed Public Bodies Administrative policy relates specifically to conduct associated with Town and/or Advisory Committee business and activities.

a. Meeting Conduct

i. Meeting discussion and comments shallbe focused on the topics and business outlined in the adopted meeting agenda.It is within the scope of authority and responsibility of the Chair/Vice Chairtoredirect any meeting discussion not aligned with the adopted meeting agenda.

ii. Members shall be respectful of one another, staff, and guests and shall not participate in inappropriate behavior and/or disrupt the meeting.

Behaviors that could be considered inappropriate and/or could disrupt a meeting include, but are not limited to:

- Speaking out of turn and/or interrupting others;
- Speaking to topics not on the adopted agenda, including items addressed or resolved by the committee in a previous meeting, unless a majority of the members present wish to readdress the item;
- Speaking to topics previously addressed in the meeting, unless a majority of the members present wish to readdress the item;
- Continuing discussion and debate after a majority of the committee members have expressed an interest in discontinuing discussion;
- Disparaging or denigrating the opinions and views of other committee members. Courteous disagreement and discourse are appropriate and acceptable;
- Engaging in inflammatory, hostile or threatening language or behavior towards others, including but not limited to cursing or use of explicit language, screaming, name calling, or use of derogatory terms;
- Damaging or threatening to damage property; or
- Causing or threatening to cause harm to others.

iii. Nothing in this section precludes any Advisory Committee member from sharing ideas and information during the Public Comment Section or other appropriate segment of the meeting or requesting the addition of topics to future meeting agendas.

b. Other Committee Activities and Communication

i. Advisory Committee members are expected to adhere to the guidelines set forth in the Appointed Public Bodies Administrative Policies any time they are attending a Town or Committee activity or are otherwise involved in representing or could be reasonably perceived to be representing the Committee.

c. Reporting Inappropriate Conduct:

i. It is the responsibility of any Advisory Committee Member or Town staff member who observes or is subjected to inappropriate or disruptive conduct by an Advisory Committee Member to address and/or report such conduct as soon as possible after the behavior is observed.

ii. If an Advisory Committee Member is alleged to have exhibited inappropriate or disruptive behavior or to have otherwise failed to adhere to the expectations outlined in this policy, the offending behavior should be reported to the Committee Chair and the Staff Liaison as a complaint. The complaint should be in writing (e-mail is acceptable) and provide as much detail as possible, including who may have witnessed the offending behavior.

iii. If the Committee Chair engages in inappropriate conduct, the offending behavior should be reported to the Staff Liaison.

iv. If the complaint is reported to the Staff Liaison, the Staff Liaison will notify the Town Manager within one (1) business day of receipt of the complaint.

v. f for any reason the person who observed or was subject to the offending behavior is not comfortable reporting the behavior to the Committee Chair or Staff Liaison, he/she may report it directly to the Town Manager.

d. Complaint Communication, Investigation, and Resolution:

i. The Town Manager is responsible for informing the Town Council of any complaint alleging a violation of this policy within one (1) business day of it being received.

ii. The Town Manager is responsible for communicating with the complainant and the accused Advisory Committee Member during the investigation. The Town Manager may appoint a designee to review and/or investigate the complaint. The Town Manager or designee will:

- Provide the accused Advisory Committee Member of written notice (typically via email) of the complaint and keep the accused Advisory Committee Member informed as additional steps are taken toward resolution of the complaint.
- Written notice will be provided within five (5) business days of complaint receipt.
- Provide the complainant and the accused Advisory Committee Member with updates at least every fourteen (14) business days until the complaint is resolved.
- Provide updates to the Town Council at least every fourteen (14) business days until the complaint is resolved.

i**ii.** The Town Manager is responsible for reviewing the complaint investigation to determine if the complaint is founded and if the complaint requires Town Council involvement in resolution.

iv. The Town Manager or designee:

- Will meet with the Committee Chair (assuming the complaint is not against the Committee Chair) and Staff Liaison to discuss the complaint and to determine if it can be resolved at the staff level. If the complaint is against the Committee Chair, The Town Manager or designee will meet with the Staff Liaison and Lead Department Director.
- May request written statements from any Advisory Committee Members and/or staff members who were involved in or who witnessed the alleged offending behavior.
- May request in-person meetings with any Advisory Committee Members and/or staff members who were involved in or who witnessed the alleged offending behavior.
- May review other information (including but not limited to meeting recordings, social media, and other materials) that is relevant to the complaint.
- May consult with the Town Attorney and other staff for assistance in determining if the complaint is founded.
- Will determine if the complaint is founded; i.e., the Town Manager will determine if there was a violation of this policy by the Advisory Committee Member as alleged in the complaint.
- Once the Town Manager or designee has completed their investigation, the complaint will be resolved as described below.

v. Resolution of the complaint will be based on the following guidelines:

- Any complaint that does not allege a criminal violation, does not call for suspension or removal of the offending Advisory Committee Member if founded, or does not include a request for removal of the offending Advisory Committee Member may be resolved at the staff level.

- Any complaint that alleges a criminal violation shall be reported to the Morrisville Police Department for investigation. The Town Manager will still have responsibility for addressing the complaint as described herein in a manner that does not interfere with any criminal investigation.

- Any complaint that, if founded, requires suspension or termination of the Advisory Committee Member's appointment or any complaint were the complainant requests termination of the Advisory Committee Member's appointment must be addressed by Town Council (see section "e" below).

vi. If the complaint is to be resolved at the staff level:

- The Town Manager and Staff Liaison will meet with the Advisory Committee Member in-person to inform them of the outcome of the investigation and any complaint resolution action to be taken (if applicable). The Town Manager will provide the Advisory Committee Member with written notice of any disciplinary action taken.

- The Town Manager will meet with the complainant and advise them of their finding and if any complaint resolution action will be taken. The Town Manager will not discuss specifics of any disciplinary action taken.

- The Town Manager will meet with the Advisory Committee Chair and advise them of their finding and if any complaint resolution action will be taken. The Town Manager will not discuss specifics of any complaint resolution action taken.

- The Town Manager will provide a summary report including the complaint resolution to Town Council.

vii. If the complaint is to be resolved by Town Council:

- The Town Manager will provide Town Council with a written summary of the complaint investigation and the Town Manager's finding of either "founded" or "unfounded."

- Complaints involving Advisory Committee Members do not constitute a personnel matter as described in NCGS §143-318.11(a)(6) and must be discussed in an open session at a Town Council meeting.

- Town Council may choose to take any of the following steps for a founded complaint:

  - Accept the Town Manager's report and move to complaint resolution based on the Town Manager's finding.

  - Address the complaint as a full Council in an open meeting; this can include speaking with the complainant, the Advisory Committee Member alleged to have violated policy, and other persons with knowledge of the complaint.

  - Establish a three-member sub-committee to address the complaint outside of a full Council meeting with the sub-committee reporting back to the full Council with their findings and disciplinary recommendation.

- Once Town Council has received all available information and has taken the steps, they deem necessary to evaluate the complaint, they will vote in a public meeting to determine if they concur that a policy violation occurred.

  - If there is a majority vote to affirm a policy violation occurred, there will then be a second vote regarding complaint resolution.

  - If there is not a majority vote to affirm a policy violation occurred, then no further action is taken.

e. Complaint Resolution:

i. The following complaint resolution actions may be utilized by the Town Manager or Town Council to address a founded complaint of offending behavior by an Advisory Committee Member:

- Retraining on Appointed Public Bodies Administrative Policy – typically utilized when the offending behavior was related to a lack of understanding or a misunderstanding of the policy.

- Written Warning – typically utilized when the offending behavior is not excusable based on a lack of understanding of the Appointed Public Bodies Administrative Policy but does not justify a suspension or termination. A written warning will identify the offending behavior, explain how the offending behavior impacted Advisory Committee operations, and clarify that future similar behavior by the Advisory Committee Member will result in suspension or termination.

ii. The following complaint resolution actions require a majority vote by Town Council to address a founded complaint of offending behavior by an Advisory Committee Member:

- Suspension – an Advisory Committee Member may be suspended from participation in meetings for a minimum of thirty (30) calendar days and a maximum of one-hundred-eighty (180) calendar days for offending behavior as described herein.

  - A suspension will be documented in writing and will identify the offending behavior, explain how the offending behavior impacted Advisory Committee operations, and clarify that future similar behavior by the Advisory Committee member will result in termination of the member's appointment.

  - A suspension is typically issued (but is not limited to) when the offending behavior was either:

- A single act that disrupted an Advisory Committee meeting or that created an uncomfortable work environment for one or more other committee members; or

- A second instance of offending behavior previously addressed through retraining or a written warning as outlined in this policy.

  - A suspension by the Town Council may not be appealed. If an Advisory Committee Member refuses to accept a suspension, Town Council shall vote to terminate the Advisory Committee Member's appointment.

  - A suspended member does not count for purposes of establishing a quorum.

- Termination – an Advisory Committee Member's appointment may be terminated if the Town Council determines by majority vote that there is a founded complaint and:

  - Advisory Committee operations will be significantly impeded if the Advisory Committee Member remains on the committee; or

  - The Advisory Committee Member has committed an ethical violation; or

  - The Advisory Committee Member has committed an act that is deemed to be conduct unbecoming of a committee member; or

  - The Advisory Committee Member has previously been suspended for a violation of this policy; or

  - The Advisory Committee Member has been charged with a crime stemming from their action(s) alleged in the complaint.

g. Other:

i. If an Advisory Committee Member has their appointment terminated, for any reason it is at the discretion of the Town Council as to whether they restrict the member from serving on the same (or different) Advisory Committee for a period of time to be determined by Town Council.

ii. Any Town Council vote on complaint resolution action for an Advisory Committee Member shall be conducted as an action item in a Town Council meeting.

iii. Should Town Council wish to reconsider a complaint resolution action by the Town Manager, Town Council will assume responsibility for review of the complaint.

6. MEETINGSANDATTENDANCE

a. Meeting Schedule

i. Each Public Body shall establish its own regular meeting schedule in accordance with approved Appointed Public Body Policy guidelines and to allow for appropriate Leadership Team Member and Lead Department coordination.

ii. The Committee's regular schedule of meetings shall be adopted at the last meeting of an annual year, or as soon thereafter that a quorum is established. This meeting schedule shall be posted to the Town website in accordance with Open Meetings Law (see Section V.1.a NOTICE OF MEETINGS).

iii. Subcommittee meetings shall comply with the same meeting guidelines as regular committees.

iv. If a meeting is to be canceled, e-mail notice shall be provided as early as possible to all committee members and the Clerk's Office, and shall be posted to the Town website and posted at the front door of the meeting location.

b. Quorum

**This policy item does not apply to the PZB which is addressed in the Unified Development Ordinance (Article 2: Administration, Sect. 2.2 Review Authorities, 2.2.2. Planning and Zoning Board).*

i. At least 50% of the appointed members, (MUST include the Chair OR Vice Chair), will constitute a quorum. Committee vacancies may affect quorum numbers.

ii. If both the Chair and Vice Chair are not present, regardless the number of members present, a quorum cannot be met. Absent a quorum, no business shall be conducted. After fifteen (15) minutes from the posted and official start of a committee meeting, absent a quorum, the regularly called meeting can cannot be held, and the minutes should state that “There was no quorum, so no official meeting was held.” The minutes shall reflect both members in attendance AND any members absent.

iii. If a quorum is not met at the time of the scheduled meeting:

- Those members in attendance will be counted as present and not penalized.

- Those members not present will be counted as absent, and the absence will be counted in accordance with Policy attendance guidelines...

iv. If a quorum is not met, but a minimum of four (4) members are present (not including Chair or Vice Chair) and wish to discuss business that does not require a vote, they may proceed with discussion, with any business being affirmed at the next meeting for which there is a quorum.

v. If a meeting is cancelled in advance due to a known lack of quorum, lack of business, or any other reason it will not count as a meeting for the purposes of tracking attendance.

vi. Committees experiencing a continued lack of quorum (i.e., three consecutive meetings), will trigger a review of the reasons for the lack of quorum and development of an action plan to remedy the quorum issue. This may include supplemental recruiting efforts, review of charter and review of attendance challenges. Lack of quorum for the meeting following bi-annual appointment cycles will not apply for the purposes of this subsection.

c. Special Meetings

i. Special meetings may be scheduled by a vote of the Committee in open session during another duly called meeting or by written notice from the Chair, Vice-Chair or any two members submitting a written request to the Staff Liaison serving the Committee at least seven business days prior to the proposed meeting date.

ii. Special meetings are subject to Open Meetings Law and must be reported to the Clerk’s Office immediately to ensure compliance.

iii. Special meetings are to be posted and announced, including the date, time, location, and topic(s) of discussion, by the Staff Liaison at least 48 hours prior to the meeting. Announcement should be:

- Posted on the front door of the meeting location (and regular meeting location if different); and

- Provided to the email addresses on file for each of the Committee Members (that were not present at a meeting where a special meeting was approved by vote or to all members if the meeting was called by written notice) with a requested read receipt. If no read receipt is received, notification should be left at the member’s usual dwelling place; and

- Emailed to each newspaper, wire service, radio station, television station, and person who has filed a written request for such notification; and
- Posted to the Town's website calendar; and
- Emailed to Town Council, Senior Leadership Team, and Clerk's Office with requested read receipt.

iv. Only those items of business specified in the notice may be discussed or transacted at a special meeting in according with North Carolina Open Meetings Law (see Section 1.)

d. Attendance in General

i**.** Each member of a public body appointed by the Town Council is responsible for faithfully attending and actively participating in all regular meetings of that body. Any member who expects to be absent at an upcoming meeting shall notify the Staff Liaison in writing at least 24 hours prior to the meeting.

ii. Town Council may suspend attendance requirements for committees/members in the event of a declared State of Emergency (see Section 11. Meeting Rules of Procedure During a State of Emergency).

e. Attendance Guidelines

i. The following guidelines outline attendance. If a member's absences exceed the numbers below, he or she will be dismissed.

- If the committee meets 12 times, four absences result in dismissal.
- If the committee meets 8-11 times, three absences result in dismissal.
- If the committee meets 7 or fewer times, two absences result in dismissal.

ii. The Staff Liaison will retain an ongoing attendance record utilizing providing software. Those members approaching the maximum allowable absences should be notified by the Staff Liaison as follows:

- Two or more absences until dismissal–Courtesy Letter issued within two business days of meeting absence triggering notice.
- One absence until dismissal–Warning Letter issued within two business days of meeting absence triggering notice.

iii. After verifying attendance records, the Staff Liaison shall provide notice to the Chair and Vice Chair. The Staff Liaison will notify the member of their dismissal within two business days of the absence triggering the dismissal. A copy of the notice shall be forwarded to the Clerk's Office and kept on file.

f. Exceptions

i. Extraterritorial Jurisdiction Members specifically: For members appointed to represent the Planning and Zoning Board, the Wake County Board of Commissioners will be notified that the member has not maintained the standard for attendance and that the Town requests the member be replaced. The Clerk's Office will forward a recommendation for a replacement based on Council recommendation along with this notification.

ii. Exceptions to attendance guidelines may only be made by Town Council upon the request of a committee member. Exceptions may be made for additional absences incurred related to extenuating circumstances above the number of absences allowed. Council may grant exceptions at their discretion and may consult the Committee Chair, the Staff Liaison, and/or the Clerk's Office to make determinations.

- Within 72 hours of receipt of the notice of dismissal, the committee member requesting an attendance exemption must request an exemption in writing (e-mail acceptable) to the Clerk's Office.

- Only committee members with one complete year of service in which attendance requirements were completed are eligible to request an exemption.

- Committee members must have demonstrated active participation and involvement in committee meetings and activities during other meetings. Minutes of meetings illustrating committee participation in discussions and decisions of the committee shall be acceptable evidence of participation. Minutes illustrating attendance only shall not fulfill this requirement.

- The exemption request should include specific and detailed information about the dates and reasons for absences, as well as justification supporting an exemption request. A commitment and plan to reduce future absences must be provided.

- Town Council, in consultation with the Chair of the Committee and/or the Staff Liaison, shall review the request prior to the next meeting of the Committee and render a decision. The Clerk's Office will notify the committee member, Committee Chair and Staff Liaison of its decision.

- Committee members will only be authorized to receive one exemption during their tenure on any committee.

d. Resignation of Members

Committee members who wish to resign their position shall submit a written notification or e-mail to the Staff Liaison, who shall forward notification to the Clerk's Office.

e. Two Year Workplan Cycle

i. Every two years, advisory committees will develop and propose a workplan for submission to Town Council for review and endorsement. Workplans shall be developed as soon as possible for each calendar year following the completion of the year-end report.

ii. A year-end report highlighting the Committee's efforts, successes, challenges, and opportunities as aligned with the workplan will be prepared by the committee for review and discussion with Town Council.

iii. A joint meeting with Town Council may be scheduled annually during a scheduled committee meeting to discuss and share workplan goals, objectives, and progress.

7. AGENDAS AND MINUTES

a. Agendas

i. Agenda topics should be generated by the Committee in accordance with the adopted charter and workplan, with input from the Leadership Team Member and/or Staff liaison.

ii. The Staff Liaison is responsible for compiling and posting the agenda.

iii. Agendas for each meeting shall be posted to the Town website and provided to Town Council members no less than the Friday prior to the scheduled meeting.

iv. Any pertinent or supplemental meeting materials must be attached to each relevant item within the posted agenda.

v. The Clerk's Office will be responsible for official archival of all Committee agendas.

b. Minutes

i. Summary minutes of all meetings shall be maintained in accordance with Open Meetings and Public Record Laws. All public body minutes shall be scheduled for approval by committee at its next regularly scheduled meeting. Once approved, minutes should be signed by the Chair or Vice Chair, scanned by the Staff Liaison to their respective Board or Committee folder, and submitted to the Clerk's Office to be maintained in the Town's archives.

ii. Draft minutes should be prepared by the Staff Liaison, reviewed by the supporting Leadership Team Member, and emailed to Committee Members within seven (7) business days of the meeting, with the Deputy Town Clerk copied on the email.

iii. The Clerk's Office will be responsible for official archival of all Committee minutes.

8. OFFICERS

*This portion of the policy does not apply to the PZB which is addressed in the Unified Development Ordinance (Article 2: Administration, Sect. 2.2 Review Authorities, 2.2.2. Planning and Zoning Board).

a. The recommendation of a Chair and Vice Chair to Town Council for the ensuing calendar year shall take place prior to the end of each year, or during the next closest regularly scheduled meeting. In the event a recommendation cannot be made, staff shall convene the next meeting and proceed with facilitating the recommendation of officers.

b. It shall be the duty of the Chair to preside at all meetings and to sign all official papers.

c. The Vice Chair shall perform the duties of the Chair in their absence.

d. Whenever the Chair or Vice Chair term is vacated due to resignation, dismissal, death, or otherwise, a new Chair or Vice Chair shall be recommended to Town Council without undue delay. In the event both offices are vacated, staff shall convene the meeting and proceed with facilitating the recommendation of officers.

9. SUPPORT

The Lead Department(s) shall be as listed in each Committee Charter. In addition to the Lead Department(s), other Departmental Support will be as follows:

a. The Clerk's Office, Communications and Outreach Department, and other Administrative staff shall provide support through the following functions:

i. Coordinate communication efforts, including meeting information and social media requests.

ii. Advertise to accept membership applications and provide to Town Council for consideration.

b. Responsibilities of Lead Department(s):

i. Serve as primary point of contact for dissemination of information between committee members, Town Council and Town staff. To comply with Public Records law, all advisory committee information sharing shall be managed by the Leadership Team Member, Staff Liaison, or other authorized Town staff.

ii. Work with the committee to coordinate and post agendas by the Friday in advance of scheduled meetings (in accordance with Open Meetings Law, see Section V.1. STANDARD PROCEDURES).

iii. Prepare and publish a summary of minutes for meetings.

iv. Ensure the meeting schedule is published.

v. Advise the public body.

vi. Work with the Leadership Team to provide public body requested departmental specific reports.

- By request of the Lead Department to the Clerk's Office and filtered to the Senior Leadership Team, special reports can be presented to the Town Council during any regularly scheduled Town Council meeting.

i. Projects/Funding:

- Committees shall coordinate all projects and/or funding requests with their Lead Department(s) by December for the following fiscal year. Funding for any projects shall be included in the Lead Department's annual operating budget request.

10.COMMITTEERECRUITMENTANDAPPOINTMENT

a. Recruitment/AppointmentinGeneral

i. Advertisement and recruiting for committee appointments will occur in Spring/Summer and Fall/Winter.

ii. In the event any committee (excluding PZB) has two or more vacancies outside of the two planned appointments, Council will be asked to appointment committee members to fill the remainder of the term for any such vacancies. Additional advertisement and recruitment may occur for committees who do not have sufficient viable candidates on file.

iii. All interested applicants must complete an official Town of Morrisville application, found on the Town's website. The Clerk's Office will provide applicants who require appropriate support and accommodations to assistance with processing and submitting their applications.

iv. Town Council may also request additional/ specific recruitment windows to broaden applicant pools.

v. Appointment to a committee is made by a majority of Town Council members (4), by ballot vote, and approved by resolution at a regularly scheduled meeting.

vi. All terms of office are for two calendar years effective from the date of appointment. Initial appointment terms maybe set at two or three years. Town Council may adjust appointment terms at their discretion to allow for continuity of membership.

- Exception: PZB where outlined in the UDO, for three-year terms. Please see Article 2: Administration, Sect. 2.2 Review Authorities, 2.2.2. Planning and Zoning Board, C. Membership, Appointment, and Terms of Office).

b. Orientation and Training

i. New members will be notified of their appointment by the Clerk's Office within seven (7) business days of Town Council approval.

ii. The Lead Department(s) Staff Liaison will contact the new member within ten (10) business days of approval to provide relevant meeting information (including schedule, meeting time, and meeting location), as well as provide training and orientation to the committee member.

iii. New members are expected to begin their duties no later than the second meeting after their appointment. Attendance criteria begin with the second meeting scheduled following appointment.

iv. The Clerk's Office will provide annual mandatory orientation for all committee members and interested Town staff in January and August.

- Topics will include but are not limited to, review of Appointed Public Bodies Administrative Policy, Open Meetings Law, Public Records Law, applicable North Carolina General Statutes, conflicts of interest/ethics, and Robert's Rules of Order. The Clerk's Office will provide timely notification and training following any policy revision(s) to ensure advisory committee members, Staff Liaisons, and Lead Departments are aware of any updates and/or additions.

c. Non-Appointed Applicants

i. Applications for those applicants not appointed to a committee will be maintained in an active status for one year following the initial receipt of application. At the start of each recruitment cycle, applicants will be contacted by the Clerk's Office to verify continued interest in serving and if so, will be included in the following recruitment process.

d. Expiring Terms

i. Current members must submit a new application to be considered for reappointment during the recruitment cycle immediately preceding the expiration of their term.

ii. Staff Liaisons shall provide written notice to any committee member of an upcoming expiring term at 60- and 30-day intervals prior to the term expiration.

iii. The Clerk's Office will inform all members with expiring terms of their status and the need to reapply via email and telephone during the recruitment process.

11. MEETING RULES OF PROCEDURE DURING A STATE OF EMERGENCY

a. During periods covered by a federal, State of North Carolina, or local governmental unit official's declared State of Emergency that interferes with or makes regular meetings of Advisory Committees in person not practical, the members may authorize to hold a meeting by electronic means.

i. The Advisory Committee Chair will be consulted by the Clerk's Office or Staff Liaison and determine when to move forward with a virtual meeting.

ii. All Open Meetings and Public Notice requirements for meetings remain in place during a State of Emergency.

iii. A quorum of the committee will be established through roll call at the beginning of the virtual meeting; all members will be required to be on camera assuming video is in use. The meeting will not be allowed to move forward absent a quorum.

iv. All voting for agenda items will be conducted via roll call.

v. Members who are unable to participate in a virtual meeting, shall not be penalized for absences, during the specified State of Emergency only.

- Upon expiration of a State of Emergency, these provisions expire and return to regular policy rules.

- Hybrid meeting options and other accommodations to these Administrative Policies to support the continued work of Advisory Committee may be considered and implemented during a local state of emergency, only upon authorization of Town Council.

12. SOCIAL MEDIA

a. Advisory Committee Members must recognize that any information they post on social media may be perceived as representative of the opinion(s) of the committee, Town Council, and/or the Town given their appointed position.

b. To encourage public engagement and constructive dialogue, while maintaining the dignity and integrity of the Town and its Advisory Committee Members, the following best practices are intended to ensure that the use of social media by Advisory Committee Members is done in a responsible manner.

c. Town of Morrisville Advisory Committee Members are expected to:

i. Use social media posts to share information and inform the public and to encourage public participation.

ii. Be honest and accurate when posting information, and quickly correct any mistakes, misstatements and/or factual errors in content upon discovery.

iii. Avoid policy or topical debate and discussion on social media platforms.

iv. Promote constructive dialogue and civic engagement.

- Avoid undignified remarks on social media platforms and on others' social media platforms. Undignified remarks are those that "lack seriousness in manner, appearance or language."

- Avoid discourteous remarks. Discourteous remarks include those that display "unpolished manners or disrespect for others."

- Refrain from disruptive statements. A disruptive statement is one that contains profanity, commercial advertising, or content which is entirely off topic.

- Avoid personal attacks, which are disparaging remarks that attribute motives to a person's action. Statements of fact, or of your own opinion are generally not personal attacks. Consider whether liking, sharing, retweeting, or commenting on social media posts could be perceived as an official endorsement by the Town or the Committee.

- Monitor personal social media accounts on which they identify themselves as members of a Morrisville Advisory Committee and be prepared to appropriately address and resolve situations that arise as a result of posting on those accounts.

v. If discussing committee or Town business, clarify with a statement for any such post: “Opinions on this account are my own and do not reflect the opinions of the Town of Morrisville.”

vi. Advisory Committee Members are encouraged to reference the Town of Morrisville Elected Official Social Media Toolkit resource for further assistance with creating and managing social media platforms.

Policy Record of Changes

Version	Date	Enacting Resolution	Policy Change
1	April 23, 2013	2013-001	Original Policy Adoption
2	November 25, 2014	2014-058	Limit committee membership to Morrisville residents; revised quorum requirements to majority of filled positions (minimum of 3); implement semi-annual recruitment; subcommittee membership limited to members appointed by Council; online posting of agenda materials
3	January 26, 2016	2016-010	Corrected CBAP references to PMAC; Added: Conduct section, term limits for Chair/Vice Chair, agenda posting requirement, meeting cancellation process, appointment/ recruitment/ orientation/ training of new members, calendar year to track absence; Clarified: absences, dismissal, quorum rules; Removed: excused vs. unexcused absence
4	February 9, 2016	2016-013	Excluded immediate family (parents, spouses, siblings, children) from serving on same committee as current appointee
5	May 8, 2018	2018-155	Limit members to serve on one committee at one time due to growing interest; Expanded Conduct section to provide examples/structure; Amended Attendance Section to require 75% attendance (allow three (3) absences per year for those with 11 meetings); Added: attendance exception at discretion of Town Council, rolling recruitment, formalized annual orientation.
6	April 23, 2019	2019-82-0	Amended Membership Section to reflect specific criteria for MPEAC
7	May 26, 2020	2020-165-0	Created Meeting Rules of Procedure During a State of Emergency, providing Committees with structure to meet remotely under State of Emergency

Policy Record of Changes

Version	Date	Enacting Resolution	Policy Change
8	November 24, 2020	2020-336-0	Removed: references to “Boards”, Board of Adjustment, other outdated elements; Clarified: authority/role of Council, staff, committee members, Chair/Vice Chair, individually and collectively; Added: annual meeting with council, provision of annual work plan, twice yearly reports to Council, bi-annual Council review of committee charters, reference of policy edit changes, provision to share agendas/meeting materials/minutes with Council; Amended: Council approval of Chair/Vice Chair selections, expanded guidance to establish/use subcommittees, established criteria/process for attendance exemption request.
9	March 19, 2021	N/A	Quorum Policy Updated for clarification. Original: A majority (at least 50%) of the appointed members, (to include the Chair OR Vice Chair), will constitute a quorum. Committee vacancies may affect quorum numbers. Updated: At least 50% of the appointed members, (to include the Chair OR Vice Chair), will constitute a quorum. Committee vacancies may affect quorum numbers. Minor clarification edits to reflect actual practice.
10	June 28, 2022	2022-244-0	Expanded Conduct Section to include a process for addressing complaints. Addition of Social Media Section Minor clarification edits to reflect actual practice.
11	October 24, 2023	2023-372-0	Update to two-year workplan development cycle “At Council Discretion” exceptions added to appointment term lengths and Chair/Vice Chair guidelines. Update to the recruitment/orientation schedule.

Policy Record of Changes

Version	Date	Enacting Resolution	Policy Change
11 cont.			• Added section providing guidance related to members with expiring terms. • Added statement directing the Town Clerk to provide reasonable accommodations to applicants requiring assistance.
12	December 10, 2024	2024-358-0	• Clarifying edits made to reflect current practices; deleted reference to sunset committees (MPEAC and PMAC); included UDO citation for PZB where applicable; defined Vice Chair role. • Modified to replace Town Clerk with 'Clerk's Office'. • Inclusion of rolling recruitment cycles, as needed, depending on Advisory Committee vacancies. • Clarified/updated attendance requirements. • Updated quorum rules to reflect count of present/absent members when no quorum is met.

QUESTIONS?
CONTACT US.

Kayla Bertling
Town Clerk

Kimberly Kowanick
Deputy Town Clerk



Morrisville
Live connected. Live well.

Morrisville
North Carolina
All-America City
NATIONAL CIVIC LEAGUE
2026