



# TOWN OF DEWEY BEACH

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Gordon E. Elliott  
Town Manager

## RESOLUTION NO. 126

### A RESOLUTION TO AMEND RESOLUTION NO. 84 OF THE COMMISSIONERS OF THE TOWN OF DEWEY BEACH, DELAWARE TO ADOPT GUIDELINES FOR COMMITTEES AND COMMITTEE MEMBERS

**WHEREAS**, the Commissioners of the Town of Dewey Beach realize that committee membership is voluntary participation and that a committee is only as good as its participants. By not attending committee meetings, members miss a great deal of discussion of the issues, are not contributing their input and are not voting. A quorum is needed to be able to vote and a member who is not present is not doing the job the committee requires. Committees cannot function to the best of their ability if all the members are not present.

**NOW THEREFORE**, the Commissioners of the Town of Dewey Beach, Delaware do hereby resolve that the following guidelines be established for committees and committee members:

#### **GUIDELINES FOR COMMITTEES AND COMMITTEE MEMBERS:**

1. Standing committees shall be comprised of Budget & Finance, CIS Committee, Roads Committee, Voter Election Committee and such other standing committees as approved by the Commissioners by majority vote at a regularly scheduled Commissioners' Meeting.
  - a. Standing Committee Members shall serve a one (1) year term.
  - b. The Mayor and/or Commissioners shall recommend members for Standing Committees and the Town Commissioners shall vote to accept or reject the recommendation of members as stated in the Town Charter.
  - c. Each committee shall have a Chairperson and/or Co-chairperson. The Chairperson of each committee will be appointed by the Mayor and approved by the Commissioners. Town Commissioners shall approve any requested changes.
2. All other committees shall be formed as needed.
3. Each committee shall be comprised of a minimum of three (3) members and a maximum of nine (9) members. Membership shall be kept at odd numbers.

**Resolution No. 126**

**Page 2**


4. Committees shall be re-established/reaffirmed at the first Town Commissioners' Meeting of each calendar year, as required.
5. Committees shall designate a specific date and time to meet, except the Voter Election Committee, which shall be called as needed. Committees shall meet on a scheduled basis. Each committee meeting shall be properly noticed as stated in the Town Charter and also be listed on the Town's Web Site. Chairpersons shall notify all members, Town personnel and Town Commissioners of proposed meetings and agendas.
6. Each Committee Chairperson shall appoint a member to take proper minutes and assure that proper minutes are taken and drafts are submitted to the Town Manager within seven (7) days. Final minutes should be submitted immediately after approval.
  - a. Draft Minutes may be added to the Town's Web Site as "draft" and changed to "approved" minutes after being reviewed and approved by the committee.
7. Attendance is critical and mandatory. After reviewing the scheduled meeting dates, if the attendance requirement cannot be met, it is recommended not to apply. an effective committee needs all its members present.
8. Two (2) missed consecutive, unexcused meetings will result in a mandatory review by the Town Commissioners and may result in the removal from said committee, even if the Chairperson excuses the member. After three (3) absences (excused or unexcused) of scheduled meetings, the committee may drop the committee member with approval of the Commissioners.
  - a. Chairpersons will keep records of members' attendance and shall notify Town Commissioners for review when any member is absent for two (2) consecutive meetings.
  - b. Excused absences may be for illness, death in family or vacation. Committee Chairperson must be notified if a member will not be in attendance. It is recommended that, in the instance of an illness that is serious and will mean several missed meetings, the Chairperson shall recommend a replacement until such time the original member is well enough to attend scheduled meetings on a regular basis.

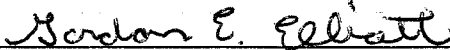
**Resolution No. 126**

**Page 3**

- c. Chairpersons shall recommend replacements for inactive members (not in regular attendance). Town Commissioners shall review ALL perspective volunteers; and, with the consensus of the Chairperson, appoint replacement members.

**SO RESOLVED**, this 10 day of July, 2009.

  
Dell Tush, Mayor

  
Gordon E. Elliott, Town Manager