Committee Procedures and Responsibilities

The Commissioners and the Town would like to thank all committee chairs and members for their efforts and hard work on the town's behalf. The committees play a crucial role in researching and making recommendations to the Commissioners as well as the Town on important policy and other issues. These guidelines are intended to make the administrative process for each committee's work flow more easily.

1. Each Committee will work only on matters that have been assigned to it by the Commissioners in a public Town Council meeting. The committee chair should work with the committee's Commissioner Liaison(s) to ensure ongoing alignment between committee activities and Town Council objectives.

2. The committee chair should ensure that committee members' names and contact information as posted on the Town website are correct. Any changes should be sent to the Town Clerk for updating.

3. The committee chair should determine proposed meeting dates and times in conjunction with committee members. The Town Manager and Town Clerk should not be copied on emails regarding schedules, availabilities, draft agendas, etc.

4. Prior to establishing the date and time of the meeting, the committee chair should confirm that the Lifesaving Station is available. If there is a desire to have the meeting scheduled in the "summer months" between the hours of 9 am and 6 pm, the committee chair will need to get approval from the Lifeguard Captain.  If the meeting is scheduled elsewhere, the committee chair will make the necessary arrangements.

5. At least 8 business days prior to the proposed meeting, the committee chair will provide to the Town Manager, Commissioner Liaison, and Town Clerk the meeting request/notice via email. The request should include the agenda and, to the extent possible, all supporting documents that are to be posted. Any additional documents should be forwarded for posting as soon as possible.

6. Any special requests, including the need for an attorney to attend and/or the meeting to be broadcast or taped should be made in writing no later than when the meeting is scheduled.

7.  Six (6) business days prior to the meeting the committee chair will check the town's calendar to confirm that the meeting details (including date, time, location, supporting documents if any, and agenda) have been properly noticed on the Town website. If the agenda (including related documents) are not properly noticed, the chair should immediately send an email to the Town Manager and Town Clerk.

8. Any packets of meeting materials for the committee members and/or the public that the committee chair would like Town Hall to prepare should be requested in writing 48 hours in

advance of the meeting.

8. The committee chair is responsible for ensuring that all aspects of committee meetings are conducted in compliance with FOIA requirements.

9. Prior to any committee making a formal recommendation to the Town Manager and/or Commissioners the committee chair will ensure that:
   a) The recommendation was subject to a properly noticed vote.
   b) The Commissioners are provided with the wording of the motion, and when time allows, are provided with a ratified and approved set of minutes that confirms the Committee's vote well in advance of the commissioner meeting to discuss the recommendation.
   c) The recommendations and report be forwarded to the Mayor and Commissioner liaison two weeks prior to the Commissioner meeting, except in the case where this timeframe is unreasonable and the matter is critical and time-sensitive.

10. Minutes that are generated from the meetings as well as sign in sheets or other relevant materials should be forwarded to the Town Clerk for posting in a timely manner, consistent with FOIA requirements. Once minutes are officially approved, the Committee Chair will forward them to the Town Clerk and copy the Town Manager and ask they be posted on the website under the appropriate committee. The Committee Chair and Committee Liaison are responsible for ensuring that all minutes are properly posted.