

Falmouth Town Council Ad-Hoc Governance Committee
Meeting Notes
January 9, 2008

Present: Joe Wroblewski, Dave Libby, Cathy Breen

Topics

- Review of several draft changes to Council Rules, specifically those regarding Council Committees, the role of Council Liaisons to volunteer committees (Sections 30 & 31), and priorities and procedures for Motions during our business meetings (Sections 16-21). Joe had submitted drafts and we made some minor changes at the meeting after our review and discussion. We will take up the final drafts of these proposed amendments at our next meeting and then forward our recommendations to the full Council.
- We discussed the items on our work plan regarding Council work with volunteer town committees. Although we are interested in improving our communications and reporting/feedback procedures with these groups, we agreed that input from those committee chairs would be important before we recommend any changes. The Governance Committee will invite committee chairs to an informal dinner meeting where we can learn what would be helpful to them and how they react to possible standardized procedures (such as work plans, annual reports, posted agendas and minutes, etc.). Possible dates for that dinner are Feb. 6 or 13, 2008. Cathy and Nathan will send out an invitation and get a date that works for the highest number of people.
- Joe had several ideas about some topics the Governance Committee could tackle that were not specifically assigned to us in the Council Work Plan of July 2007. We decided to put most of them off until we've finished those tasks that were assigned, with the exception of one: consideration of our procedures/policies for appointing volunteers to town committees. This task was originally assigned to the Council's Personnel/Appointments (P/A) Committee, which Dave chairs. There is a good argument to leave it there, and there is a good argument for moving it to Governance. Dave will check in with P/A members and see if they want to tackle it or hand it to Governance.

Next Steps:

1. **Governance Committee will meet on January 23, 2008 at 7:30 am** in the large conference room at Town Hall
2. Joe will incorporate changes into draft Rules amendments for action at our next meeting
3. Dave will check in with P/A committee regarding appointment procedures and let us know if it will get moved to Governance
4. Cathy will prepare some materials for the dinner with town committee chairs, including an expanded version of Council goals in this arena and draft templates for agendas and meeting notes
5. We will review the draft mission statements for each Council Committee and work on those at our next meeting
6. Cathy and Nathan will develop and send out the invitation to town committee chairs to meet with Governance and finalize a date for same