

To: Governance Committee
From: Joe Wroblewski
Re: Draft memo and Rule Changes
Date: 2/12/2008

Governance Committee Recommendations on Council Committee Issues

1. There should be a brief statement in our rules defining the mission of Council Committees. The Governance Committee recommends that each Council Committee meet to draft such a defining statement and forward that draft to the Governance Committee for incorporation into the Council Rules.
2. The Governance committee recommends that Council Committees should generally have a work plan which is approved by the Council before they begin work, or they should take up only those matters delegated to them by the Council. There was a consensus, however, that the Finance and Appointments Committees have a core function that may be addressed by those committees independent of Council delegation. An amendment to the Council Rules on these issues should be drafted in conjunction with the draft mission statements.
3. The Governance Committee recommends that a rule be adopted stating that the Chairs of the various Council Committees be responsible for the following tasks:
 - a. Developing and agenda in advance of a meeting, which is posted on the web at least 2 business days prior to the Council Committee meeting.
 - b. Keeping minutes of the meetings.

Below is proposed amendment language, with additions in red.

Section 30. At the commencement of the municipal year or as soon thereafter as possible, the committees listed below shall be established. Each committee will consist of such members of the Council as the Council may designate. Every member of the Council shall be an exofficio (non-voting) member of any of these committees.

1. Finance Committee
2. Appointments & Personnel Committee
3. Ordinance Committee
4. Community Development Committee
5. The Council may from time to time choose to form a select (Ad hoc) Committee from any number of its members for the consideration of any question. A select committee shall be dissolved when its report is received by the Council.

~~In addition, the Chair shall elect a Community Development Committee.~~

The members of these Council Committees will select a Committee Chair person. The Chair person of a Council Committee will is encouraged to develop an agenda, and have

it posted on the Town's Website, at least two (2) business days prior to a proposed meeting. The keeping of meeting minutes is also encouraged.

The Governance Committee will complete the draft of this rule as to minutes after a review of Town staff's minutes template.

4. The Governance Committee recommends that every volunteer, non-statutory committee and board of the Town have a Council liaison. Council liaisons should, at a minimum, coordinate with their respective committee or organization on information sharing at least once every three months.

Below is proposed amendment language, with additions in red.

Section 31. No member of the Town Council shall represent to anyone or knowingly allow anyone to infer that he/she speaks on behalf of the Town Council unless, by Order of the Council, a Councilor has been officially designated as its Representative to another organization.

At the commencement of the municipal year or as soon thereafter as possible, a Liaison from the Council shall be appointed, by Order, to every non-statutory volunteer committee or board of the Town. From time to time, the Council may also, by Order, appoint Councilors as Liaison to other organizations. A Liaison is not a Representative of the Council and will serve only as a conduit of information between the Council and the other organization. A Liaison from the Council will perform this conduit function with respect to their organization at least once every three (3) months.