

**Appointment of Standing Committees**

The following general rules are applicable to the qualifications of members of Standing Committees, and their appointment and removal;

1. The member of each standing Committee are appointed by the Mayor with the approval of a majority of the City Council.

Each Committee member must:

- ◆ be a resident of the Town at the time of their appointment and for so long as they serve;
  - ◆ serve at the pleasure of the Council, without compensation or pay of mileage, for a term of four (4) years;
  - ◆ be eligible for reappointment upon application to the City Council, but the City Council should encourage new applicants in order to promote widespread community involvement; and
  - ◆ be considered to have resigned in the event of three consecutive absences from the meeting of their Committee, unless the Chairperson of the Committee has excused the member's absence and informed the other Committee members of the exception at the third consecutive meeting missed.
2. The associate members of each Standing Committee shall be appointed by a majority vote of their respective committees. Each Associate committee member shall:
    - ◆ serve at the pleasure of the Committee without compensation or payment of mileage for a term not to exceed four (4) years;
    - ◆ have non-voting membership status;
    - ◆ be of assistance to their respective committees with their charges and duties on an as-needed basis. Residency and regular meeting attendance is not required; and
    - ◆ be unlimited in number based on the needs of each committee.
  3. Notification of resignations or terminations must be submitted to the City Council in writing. Vacancies in the membership of any Standing Committee are filled in the following manner:
    - ◆ The City Clerk posts in three (3) public places in the Town a notice of the fact that a vacancy has occurred and that the applications will be received prior to a date stated in the notice.
    - ◆ All persons interested in serving must submit to the City Clerk a written request for appointment containing such information on their background and qualifications as they deem appropriate. The City Clerk then notifies all applicants of the Council meeting at which their applications will be considered.
    - ◆ The City Council will, during a public meeting, appoint Standing Committee members by selecting appointees from a roster of persons offered by individual Council members and applications from candidates. The City Council will endeavor to appoint the best qualified persons.

4. One member of the City Council is designated by the Mayor as a liaison for each Standing Committee. With the exception of the Finance and Investment Committee which may have up to two (2) City Councilmembers as Committee members, the designated Council liaison may attend meetings of the Standing Committee to which he or she is assigned, and shall try to do so at least quarterly, but shall not vote. The Council liaison shall contact each member of the Standing Committee to which he or she has been assigned at least once annually to determine any problems which may exist and to receive information for use in Council evaluations of Standing committee actions and direction.

**Organization of Standing Committees** The following general rules are applicable to the organization and conduct of business by each Standing Committee:

Each Standing Committee shall establish a time and place for its regular meetings. Once the Standing Committee has established a time and place for its regular meetings, the Standing Committee shall request the City Council to approve the time and place of the regular meeting. The City Clerk shall cause notice of the schedule of regular meetings to be posted on the bulletin board at Town Hall. The agenda shall be set by the Chairperson, but upon the request of any Standing Committee member an item shall be placed on the agenda. Agendas of meetings shall be posted in compliance with the provisions of the Ralph M. Brown Act (commencing with Government Code Section 54950), as hereafter amended. No Standing Committee meeting shall be considered to have been held unless notice of the time and date of the meeting shall have been properly available pursuant to the Ralph M. Brown Act, as hereafter amended, and unless a quorum shall have been present. Special meetings of a Standing Committee may only be called by the Standing Committee Chairperson, Mayor or City Manager and must be called in accordance with the Ralph M. Brown Act. If a committee has an odd number of members, a majority of those members shall be considered a quorum. If a committee has an even number of members, half of those members shall be considered a quorum.

At its first regular meeting in July of each year, each Standing Committee shall elect, by a simple majority of the members present, from its membership a Chairperson, Vice Chairperson, Secretary and such other officers as the Standing Committee deems advisable, who shall, not serve for more than two (2) consecutive one (1) year terms. If at the time of the election, it is determined that there are no viable nominations for the slate of officers, including the Chairperson, the Committee may request an exemption of the general rule pertaining to the term(s) for the Officers/Chairperson from the City Council. At the July meeting, any subcommittees deemed advisable by the Standing Committee for specific activities within the purview of the Standing Committee shall be appointed by the members. At any other meeting an officer may be replaced. However, at any meeting other than the first regular meeting in July, a vote of the majority of the Standing Committee is necessary to replace or elect an officer.

The duties of the Chairperson shall be consistent with those of a presiding officer as they pertain to the conduct of the Committee meetings and adherence to the general powers and duties, organization of Standing Committee, Committee charges and duties and procedures as set forth in the resolution.

Each Standing Committee shall keep minutes of its meetings, which shall include its determinations, recommendations, the attendance of members and an indication of who prepared the minutes. The minutes are reviewed by the City Manager who, in consultation with the City Council liaison to the particular committee, will determine which items need to be agendized for a City Council meeting. The minutes are public records.

## **Standing Committee General Powers and Duties**

- ◆ Each of the Standing Committees shall have the general power and duty to render advice and make recommendations to the City Council, Planning Commission, or the City Manager and other Town bodies designated by the City Council on all aspects of its particular sphere of interest.
- ◆ Each Standing Committee shall make regular oral reports to the Council, in addition to any specific reports and recommendations requested by the City Council or deemed necessary by a majority of the members of the Standing Committee.
- ◆ Each Standing Committee shall meet with the City Council, once a year at the Council's request, to discuss and report on its goals, projects, accomplishments and concerns.
- ◆ Each Standing Committee shall study its own structure, specific charges and direction, and recommend any changes if needed to the City Council.
- ◆ The City Council shall advise Standing Committees of any evaluation made of the Standing Committee's actions and direction, and any proposed action to amend the Standing Committees charges.
- ◆ Each Standing Committee is encouraged to send a representative to City Council and Planning Commission meetings wherever possible.

## **Procedures**

- ◆ Committees are cautioned to limit expenditures from the personal funds of the members without prior approval by the Town.
- ◆ Committees may not enter into contracts or agreements on behalf of the Town.
- ◆ Any correspondence involving the use of Town letterhead must first be approved by the City Council before distribution. Any outside correspondence (excluding intra-town memos) should be submitted in draft to the City Clerk.
- ◆ All press releases relating to the Town or Town-sponsored events are to be preapproved by the City Council. Sufficient time should be allowed to obtain necessary approvals or make necessary changes.
- ◆ Itemized budgets must be submitted in advance for projects involving a group or series of purchases.
- ◆ Vendors for purchases shall be those which are identified and approved by the Town.
- ◆ Funds which are budgeted for a specific use must still be approved prior to expenditure.
- ◆ Written bids may be submitted for consideration by the Town. In this case, three or more bids are required.
- ◆ Any new programs, projects, or expenditure beyond what has previously been approved by the City Council shall first be submitted to vote by the Standing Committee. The recommendation and supporting minutes shall then be forwarded to the City Council for consideration prior to any obligations being made.
- ◆ Priorities and deadlines are set by the City Council and can be changed only by the City Council.