Town of North Yarmouth Committee Policy

Section 1. Purpose

The purpose of this policy is to set forth the duties and responsibilities of the Select Board (Board) in regards to Town boards and committees whether Elected, Appointed, Ad-Hoc or Sub-committees. To establish the process for acquiring committee members; and to ensure that Town boards and committees are active, have set goals and objectives, and are fulfilling to their members.

Section 2. Definition

Committee: Throughout this policy, the term "committee" shall be used interchangeably to mean a board, a commission, a committee or a sub-committee.

Section 3. Committee Duties & Responsibilities

A) The following committees shall be considered standing and can only be abolished by Charter action: Board of Assessment Review, Budget Committee, Cemetery Commission, Planning Board, Parks & Recreation Committee, Shellfish Conservation Commission, and the Zoning Board of Appeals.

B) Any committee not otherwise mentioned in paragraph A shall be considered ad hoc.

1) Ad hoc committees serve at the pleasure of the Board and their positions on matters formally submitted to the Board are advisory in nature.

2) Ad hoc committees shall have a wide latitude to execute their charge but must seek Board guidance in situations that warrant it. Committees shall use the liaison, Town Manager or Committee Chairperson is cases that have significant public impact and guidance is requested.

3) Each ad hoc committee shall remain in existence for a maximum of one (1) year; however, the Board may extend their establishment of any ad hoc committee for additional terms. Each such term shall be up to one (1) year as necessary. Ad hoc terms shall coincide with the Town's fiscal year and begin on July 1st and expire on June 30th of each year.

4) Exception: The Wescustogo Hall Committee derived from the 1997 agreement is subject to the stipulations delineated within that agreement in that there shall be five (5) members, three (3) citizens (staggered terms) and two (2) Select Board members; terms are three (3) years; Select Board member's terms must be active to serve. There is no policy or Charter language to cover this committee; but I recommend that we include it here and possibly amend the Charter language.

C) Committees of three (3) or more members shall elect from their membership a chairperson and a secretary at its first regular meeting.

1) The Chair or his/her designee shall have the following responsibilities:

a. Serve as the official spokesperson of the committee;

b. Preside over all meetings of the committee to maintain order and determine the course of proceedings;
c. Establish the schedule and agendas of the Committee; and
d. Ensure that the Select Board Chairperson is regularly apprised of the committee's activities.

2) Each Secretary shall keep a record of the committee's meetings, discussions and decisions.

3) Committees shall be responsible for consulting with the Select Board on any proposed significant changes in the committee's objectives, financial requests, or defined project plans to ensure activities correspond with the desires of the Board and are in the best interest of the Town.

4) All meetings shall be held in a regular open public session at a Town facility location with proper notification.

5) No matters of decision shall take place electronically via email, text, landline, cell phone or by social media.
6) Committee members shall follow the Town's Communications & Social Media Policy adopted July 21, 2015.

E) In addition to the duties and responsibilities set forth by the Town's Charter or by State law, including the Freedom of Access Act (FOAA), each committee shall prepare an annual report. The report shall be due to the Town Clerk following the conclusion of each fiscal year and contain information relating to the activities of said year.

F) Committees shall be responsible for providing records and maintaining communications with the Town to include agendas, minutes, financial, website and other information.

G) Agendas shall be posted and or received by the Town Manager or his/her designee no later than 48 hours prior to the meeting.

H) Minutes shall be approved at the sequential committee meeting and then posted and or provided to the Town Manager or his/her designee within 48 hours.

Section 4. Board Duties and Responsibilities

A) The Board shall annually at the beginning of each fiscal year meet with each committee to review their past and present activities. At this time the Board will review the charge of the committee for modifications and may prioritize the goals and objectives for the committee.

B) The Board shall make appointments to committees from time to time in such numbers as they deem appropriate. In the case of elected positions described in Article IV of the Town's Charter, the Board shall have the authority to appoint members to otherwise elected committee positions in the event of removal, disability, or resignation and in the event no qualified candidate is elected on a secret ballot. Such appointments shall be for the unexpired term of such position.

C) The Board may, at its discretion, create or eliminate any or all ad hoc committees.

D) The Town Manager or his/her designee is responsible for communicating the various committees, memberships and their charges to the community.

Section 6. Membership

A) It is the responsibility of the Town Manager or his/her designee to maintain a listing of all Town committees, their members and the member contact information.

B) Interested individuals shall submit a Town committee volunteer application to the Town Manager for review by the Board. The application includes a short bio, their qualifications and why they are interested.

C) The Committee Chairperson, during the appointment process may submit to the Town Manager, their recommendations on appointments.

C) The Board has the authority when establishing an ad-hoc committee, to set the numbers of members and their respective terms in accordance with the Town Charter and applicable State laws.

Section 7. Code of Conduct

A) A member of the Committee in his or her relations with fellow committee members, should:

1) Not make statements or promises of how he or she will vote on matters that will come before the Committee and or Select Board.

2) Make decisions only after all facts on a question have been presented and discussed.

3) Refrain from communicating the positon of the Committee unless the full Committee has previously agreed on both the position and the language of the statement conveying the position

4) Refrain from expressing personal opinions "as a member" following a committee vote or following the Select Board's decision on the matter.

5) Treat with respect the rights of all members of the Committee despite differences of opinion.

6) Treat all staff as professionals that respects the abilities, experience, and dignity of each individual.

7) Insure that all requests for staff support go through the Town Manager's office.

Section 6. Appointment & Oath Forms

A) Only members of the standing committees designated in section 3A shall be required to sign appointment & oath forms.

ADOPTED: September 3, 2013
AMENDED: September 6, 2016

Select Board

Jeanne Chadbourne, Chairperson

Alex Carr, Vice Chairperson

Paul Napolitano

Anne Graham

Peter Lacy