

Committee Guidelines Policy Statement

1. Purpose

The purpose of this policy is to document guidelines for forming and operating all committees working on behalf of the Town of Chebeague Island.

2. Definitions

Committee: The term ‘committee’ shall refer to any group of three or more individuals appointed or elected to work on behalf of the Town of Chebeague Island. The terms ‘commission’ and ‘board’ are synonymous with ‘committee’.

Elected Committee: The term ‘elected committee’ shall refer to a committee formed by ordinance where its members are elected by voters in the Town of Chebeague Island. Elected committees meet regularly in perpetuity.

Standing Committee: The term ‘standing committee’ shall refer to a committee formed by ordinance usually expected to meet regularly in perpetuity.

Ad-hoc Committee: The term ‘ad-hoc committee’ shall refer to a committee formed by the Board of Selectmen or the School Committee for a specific task and for a specific time period. The terms ‘task force’, ‘work group’ and ‘study group’ are synonymous with ‘ad-hoc committee’.

Member: The term ‘member’ shall refer to an individual appointed to a committee by the Board of Selectmen or School Committee for a specific term.

Alternate Member. The term ‘alternate member’ shall refer to an individual appointed to a committee by the Board of Selectmen or School Committee as an alternate.

Membership: The term ‘membership’ shall refer to the number of seats, vacant or not vacant, constituting a committee.

Any words not otherwise defined therein shall be given their common and ordinary meaning.

3. Enactment

This policy is enacted upon a majority vote of the Board of Selectmen (Board) and may be amended or repealed from time to time by the Board or by Town Meeting.

4. Policy

It is the policy of the Board of Selectmen that all committees acting on behalf of the Town of Chebeague follow these guidelines unless otherwise determined in enabling documentation.

a) Formation and authority:

- a. Standing committees will be formed by ordinance,

- b. The formation of an ad-hoc committee must be accompanied by a written statement of purpose, scope, tasks, duration, members' terms and membership,
 - c. All committees have an advisory role to the establishing body and have only the specific authorities granted to them by State Statute or Municipal Ordinance,
 - d. Membership in all committees shall be three seats; each for one year.
- b) Membership:
- a. All members of Standing and Ad-hoc committees are appointed by the Board of Selectmen or the School Committee and may be removed with or without cause by the appointing body.
 - b. One alternate member may be appointed for every three seats on a committee.
 - c. Alternate members may only vote when seated in place of a regular member and so recognized by the chair of the committee at the beginning of each meeting.
- c) Operation:
- a. committees shall elect a chair, vice-chair and secretary from members annually,
 - b. members shall serve without compensation,
 - c. members of standing or ad-hoc committees may participate and vote in meetings remotely by teleconferencing or other real-time means as long as members physically present constitute a majority.
 - d. a quorum shall consist of at least a majority of committee membership,
 - e. a passing vote requires a majority of committee membership,
 - f. the secretary shall keep minutes and submit them to the Town Clerk.
- d) Spending:
- a. If the committee wishes to spend town funds for any reason a vote should be taken to make a specific written request to the Town Administrator.
 - b. The Town Administrator will determine if there are sufficient funds in an appropriate account that can accommodate the request and coordinate with the committee chair to acquire the product or service.
 - c. The Town Administrator may refuse any request on the grounds of insufficient funds or if they determine the request is not in the best interest of the public. The Town Administrator may also seek a ruling from the Board of Selectmen.
 - d. If the Town Administrator refuses the request, the committee may ask the Board of Selectmen to review the request for a final determination.
- e) Reporting:
- a. Each committee secretary will submit minutes to the Town Clerk within one week of their approval by a majority of the committee.
 - b. The Town Clerk will post the approved minutes on the Town WEB site and will file a copy at the Town Office.
 - c. Committee chairs will make requests, recommendations and/or present reports in writing to the Town Administrator and the Chair of the Board of Selectmen.

f) Public Access and Notification

- a. All committees and ad-hoc committees are required to give public notice of all meetings.
- b. The Town Administrator must be informed of all meetings five (5) days prior to the required posting and must post the meeting at least three (3) days in advance of a meeting unless otherwise specified in the enabling ordinance or documentation.
- c. The proceedings and documents are subject to Maine right-to-know laws Title 1 M.R.S. §§ 401-412.

5. Adoption and Revision History

Adopted on: 12/12/2012 YES 4 NO 1

Attested: _____

Revised on: 3/14/2018 YES 5 NO 0

Attested: Ch. A. Aul.