

TOWN OF TISBURY
Selectmen

Issue Date: October 18, 2016

Type of Policy: New (X) Amendment ()

Effective Date: October 18, 2016

ADVISORY COMMITTEE POLICY

PURPOSE

The purpose of this policy is to set out the guidelines for appointed Advisory Committees to the Board of Selectmen.

POLICY

Advisory Committees provide planning and policy advice to the selectmen in accordance with the committee's purpose statement established by the Selectmen. Committees shall facilitate the coordination of efforts with other town officials and shall report to the Selectmen periodically on their activities. The structure and makeup of committees shall be established by the Selectmen. Committees shall hold meetings as frequently as needed or as may be requested by the Selectmen.

Committees shall comply with the open meeting law posting meeting agendas, keeping formal meeting minutes and publish an annual report. Committees shall receive comments and suggestions from the public at meetings and hearings. Meeting minutes shall be taken by a member of the committee, assigned staff or other individual approved by the Town Administrator. Agendas, meeting minutes and meeting materials are permanent public records and must be maintained by the Committee within the Selectmen's Office.

Committees shall utilize Robert Rules of Order or other rules of procedures for the conduct of their business approved by the Selectmen and Town Clerk.

All committee members shall be appointed by the Selectmen at a public meeting and sworn in by the Town Clerk prior to participating at committee meetings in an official capacity. All appointed committee members shall comply with the Code of Conduct and Ethics of the town and state and complete any other necessary requirements as may be required by the Selectmen, Town Clerk or State.