

Town of Chevy Chase
Committees Operating Procedures
& Outline of Roles and Responsibilities
Updated and Approved by Council 7/31/17

Committee Operating Procedures

Committees will act as advisory bodies to the Town Council. The work of the Committees shall support the furtherance of the Strategic Plan of the Town of Chevy Chase (adopted March 2007) and/or other issues deemed important to the Town by the Town Council.

Specifically, the Committees will advise on issues:

- articulated in the Strategic Plan (adopted March 2007);
- assigned by the Town Council; and/or
- identified by the Committee itself.

The Committees' responsibilities will include:

- monitoring and researching issues;
- performing special tasks and activities recommended to and/or assigned by the Town Council; and/or,
- making recommendations to the Town Council for final action. *All official Town action will be made solely by the Town Council.*

Each Committee will:

- develop a mission statement to reflect its purpose and update the statement yearly;
- arrange to have someone take minutes at each meeting. The minutes need only include topics discussed, actions/decisions taken, and persons present. These will be posted by the Town office on the Town website. It would be helpful if the minutes were ready two (2) weeks after the meeting date.
- send the agenda to the Town office for posting at least five (5) business days before the scheduled meeting for posting on the Town website. All committee meetings are open to the public and this will give residents time to plan to attend if they choose.
 - All agendas should include the statement, "All residents are welcome to attend committee meetings."
 - Each meeting should have time for resident comments if residents are present.
- submit updates and/or brief articles about their activities to the Town Forecast quarterly. These reports will keep residents up-to-date on what the committees are working on. The deadline for the Forecast is the 15th of the month prior to publication.

Additional Issues:

- Each committee will be allocated a small yearly budget in order to assist in carrying out its responsibilities. Additional small expenditures should be authorized by the Town Manager. Any substantial expenditures by committees must be approved by the Town Council.
- If committees wish legal advice the request must go through the Town Manager and, if substantial time is involved, the request must be approved by the Town Council.
- Any requests for Town Staff assistance must be directed through the Town Manager.
- Committee chairs shall meet once in the fall and are encouraged to meet once in the winter and once in the spring. The purpose of these meetings is to update one another on committees' activities, to avoid overlap of work, and to find areas of cooperation. The Mayor will coordinate these meetings or delegate this authority.
- Committees should involve neighbors who may be directly affected by proposals they are considering where a proposal affects specific blocks or properties.

Roles and Responsibilities

Committee Members:

- Committee members will be appointed by the Mayor in consultation with the Town Council to serve for a one-year term beginning each September. Candidates for appointment shall submit to the Mayor a letter of interest indicating his/her willingness to participate and citing any relevant experience. Appointments to fill vacancies may be made by the Mayor in consultation with Committee Chairs and Council Liaisons.
- Committee members are asked to attend all committee meetings; absences at more than three meetings may constitute a basis for dismissal from the committee.
- When representing the Town at outside public forums, with elected officials, or members of the press, Committee members shall not present themselves as spokespersons for the Town unless specifically directed to do so by the Town Council.

Committee Chairs:

- Committee Chairs will be appointed by the Mayor in consultation with the Town Council to serve for a one-year term beginning each September.
- Committee Chairs will set the agenda in consultation with the Council Liaison.
- Committee Chairs will conduct all committee meetings in accordance with the Town's open meetings requirements.
- Committee Chairs will assure that minutes are taken of each meeting and transmitted in a timely manner to the Town Manager for inclusion in the public record and posting on relevant websites.
- Committee Chairs will assure completion of any and all reports to the Town Council.
- Committee Chairs will communicate as needed with other Committee Chairs to apprise them of committee actions that may be of potential interest to or that may need to be coordinated with the work of other Town Committees.
- Committee Chair will serve as the point-of-contact with the Town Manager.

Council Liaisons:

- Council Liaisons will be assigned each year by the Mayor in consultation with the Town Council.
- Council Liaisons will attend all committee meetings and will work with the Committee Chair to set the meeting agendas.
- Council Liaisons will act as the Council's representative at all committee meetings. He/she will report information and direction from the Town Council to the committee. The Council Liaison and the Committee Chair will bring committee requests to the Town Council for consideration/action.
- Council Liaisons will transmit financial requests made by the Committee to the Town Manager and, if appropriate in consultation with the Town Council, for consideration/approval.

Town Manager:

- All committee meetings must be coordinated through the Town Manager. The Town Manager shall be responsible for reserving meeting space and notifying the public of upcoming meetings. Light meals may be provided by the Town if requested by the Committee Chair.
- The Town Manager will oversee and coordinate with the Committee Chair work of the Town staff done in support of the Committees.
- The Town Manager will maintain the public record.