

RESOLUTION 2012-05

A RESOLUTION TO ADOPT POLICIES AND CREATE COMMITTEES OF TOWN COUNCIL AND CITIZEN COMMITTEES FOR THE TOWN OF JAMES ISLAND, SOUTH CAROLINA

**WHEREAS**, it is important that the Governing Board of the Town of James Island be organized to provide a forum for detailed analysis and exploration of Town wide issues and that Town citizens have an opportunity to provide community input and participate in service projects; and,

**WHEREAS**, the Mayor and Staff have developed proposals and policies regarding the formation and implementation of committees of Town Council and citizen committees; and,

**WHEREAS**, implementation of these proposals and policies will assist the Town in delivering public services that are responsive to community goals and needs;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF JAMES ISLAND, SOUTH CAROLINA THAT:

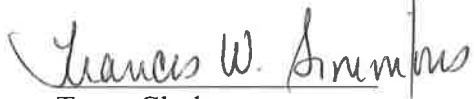
Section 1. Attachment "A" entitled "Policies Regarding Committees of Town Council" is hereby adopted and approved.

Section 2. Attachment "B" entitled "Policies Regarding Citizen Committees" is hereby adopted and approved.

Section 3. This resolution to become effective upon its adoption and approval.

Enacted this the 15<sup>th</sup> day of November, 2012.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Town Clerk

POLICIES REGARDING COMMITTEES OF TOWN COUNCIL  
TOWN OF JAMES ISLAND, SOUTH CAROLINA

Committees of the Town Council consist of some or all members of Town Council, including the Mayor. Unless otherwise specified, committees of Town Council will be a committee of the whole, including all members of Council and the Mayor. The Chairperson of each committee of Town Council will be elected by Town Council, including the Mayor.

Purpose of the Committees of Town Council is to organize the work of Town Council, allowing the Chairperson of each Committee to concentrate on an area of interest and expertise. This includes 1) Working with the Mayor and Town Administrator in developing policies and programs in the area of responsibility; 2) Serving as Council Liaison to relevant Citizen's Committees, Boards, or Commissions; 3) Making Reports to Town Council and make motions regarding ordinances and resolutions related to the Committee's area of responsibility.

<u>Committee:</u>	James Island Land Use Committee
Committee Type:	Committee of the Whole
Chairperson:	Selected by Town Council
Established by:	Resolution
Meetings:	Determined by Chairperson
Council Liaison To:	Planning Commission and Board of Zoning Appeals

<u>Committee:</u>	James Island Environment and Beautification Committee
Committee Type:	Committee of the Whole
Chairperson:	Selected by Town Council
Established By:	Resolution
Meetings:	Determined by Chairperson
Council Liaison To:	James Island Pride

<u>Committee:</u>	James Island Public Safety Committee
Committee Type:	Committee of the Whole
Chairperson:	Selected by Town Council
Established By:	Resolution
Meetings:	Determined by Chairperson
Council Liaison To:	Neighborhood Council

<u>Committee:</u>	James Island Children's Committee
Committee Type:	Committee of the Whole
Chairperson:	Selected by Town Council
Established By:	Resolution
Meetings:	Determined by Chairperson
Council Liaison To:	Children's Commission.

1. The Chairperson of a Committee of Council can call meetings, planning sessions or workshops as needed. A quorum of the committee shall be a majority. These will be arranged with the Town Clerk. However, whenever possible, the work of the committee should be done in conjunction with regular Town Council meetings. The Chairperson of a committee should request that necessary items be added to the agenda of a regular Town Council meeting.

2. All items of business, particularly ordinances and resolutions, can be directly considered by Town Council. It is never necessary that an item of business be approved by vote of a Committee before consideration by Town Council.
3. The Chairperson will usually be expected to make initial motions for approval or disapproval and speak to items of business related to the area of responsibility of a Committee of Town Council. However, each member of Council and the Mayor always retain the right to add items to the agenda, make motions, and speak to any item of business including ordinances and resolutions.
4. Unless otherwise specified, all Committees of Town Council are committees of the whole—made up of all members of Council including the Mayor. A member of Council may resign his or her position on a committee by written notification to the Mayor.
5. The Chairman of a Committee of Town Council is elected by majority vote of Town Council, including the Mayor. A Chairman of a Committee of Council may also be removed by majority vote of Town Council.
6. The Chairperson of a Committee of Council serves as the Council Liaison to one or more Citizens Committees, including Councils, Boards, and Commissions. As appropriate, the Chairperson of the Committee of Council, as Liaison, works with the Chairperson of the Citizens Committee, in cooperation with the Mayor and Town staff, to develop programs and projects for the benefit of the Town.
7. The Council Liaisons should give periodic reports to Town Council on the plans and activities of the Citizen's Committee or Committees in their area of responsibility. The Mayor, or a majority of Town Council, may request a report by the Chairperson of a Citizen's Committee. The Chairperson of a Citizen Committee may ask to make a report or presentation at the regular meetings of Town Council.

POLICIES REGARDING CITIZENS COMMITTEES  
TOWN OF JAMES ISLAND, SOUTH CAROLINA

The citizens committees listed below have been established to assist the Mayor/Council on resolving specific issues and achieving specific community goals. Citizens committees can be called boards, commissions, or councils as appropriate. These committees increase community input, mobilize volunteers for service projects, and enable the Mayor/Council to focus more clearly on community needs and issues. While the Mayor/Council set policy and determine budget priorities, citizen participation is a vital ingredient in good government.

<u>Committee:</u>	James Island Pride
Committee Type:	Volunteer action; community service, advisory to Mayor/Council
Council Liaison:	Chair of Environment/Beautification Committee of Town Council
Established By:	Resolution
Members:	5 members appointed by Mayor/Council; 2 year terms
Meetings:	To be set by the Committee
Purpose:	Improve community appearance; beautification/green space; litter control
<u>Committee:</u>	James Island Neighborhood Council
Committee Type:	Community service; volunteer action; advisory to Mayor/Council.
Council Liaison:	Chair of Public Safety Committee of Town Council
Established By:	Resolution
Members:	Representatives from neighborhoods; Will accept nominations from neighborhood associations, crime watch, others
	Members to be approved by Mayor/Council; 2 year terms
Meetings:	To be set by Committee
Purpose:	Neighborhood concerns, Crime Watch, emergency preparedness; provide community programs, activities and events
<u>Committee:</u>	James Island Children's Commission
Committee Type:	Advisory to Mayor/Council; community service; volunteer action
Council Liaison:	Chair of Children's Committee of Town Council
Established by:	Resolution
Members:	Representatives from schools on James Island (nominated by Principals with input from PTA); 2 year terms
Meetings:	To be set by Committee
Purpose:	Promote children welfare, including recreation and education; Provide community programs, activities and events

### Parameters Within Which Committees Function

1. Policy decisions are made by the Mayor/Council.
2. The principal functions of committees are to provide additional community services through coordination and involvement of volunteers and to increase community input to the Mayor/Council a.

### Appointment of Members

1. The Mayor/Council appoint or approve members of all committees. Members are selected for their interest, experience, and expertise.
2. It is a general policy of the Mayor/Council to consider James Island residents, business owners or individuals with a special expertise. All appointees serve at the pleasure of the Mayor/Council.
3. Terms of appointments to committees are generally for two (2) years. Appointments are generally limited to two (2) full consecutive terms, which includes one appointment and one reappointment, in order to provide more opportunities for citizen service and input and to have seasoned experts available for other projects.
4. Citizens seeking appointment and new appointees should provide the Mayor/Council with a complete application that includes community involvement, employment, and/or volunteer work experience, and other relevant experience and/or educational background. Applications may be obtained through the Town's web site or the Town Clerk's office.
5. All committee officers will be elected by their membership.

### Town Policy on Absences

1. Any member with unexcused absences for three consecutive meetings shall be given notice to show why his seat should not be vacated and in the absence of such a showing the seat shall be vacated and notice thereof forwarded to the Mayor.
2. It is the chairman's responsibility to notify the member when a member is within one absence of dismissal. If another unexcused absence occurs, the chairman will notify the member of the vacation of the seat and, at the same time, notify the Mayor.

### Recommendations on Budget

Committees may provide input into the budget process in their area of concern and identify potential projects, programs or activities. The Mayor/Council may appropriate funds for operation of the advisory group as part of the annual budget process. The Town's Purchasing Procedures apply to all committee purchases.

### Procedures Governing Operation

1. Committees should provide a written report or make a verbal presentation at a Council meeting upon request by the Mayor.
2. Projects and activities that are proposed by committees should be sent to the Council Liaison and the Mayor for review and approval.
3. Each Committee shall be governed by Robert's Rules of Order.

### Public Access to Committee Meetings

Public access to committee meetings is a legislated right of the public pursuant to the South Carolina Freedom of Information Act. The following rules shall apply:

- \*All meetings are to be public, including meetings and work sessions during which no votes are cast or any decisions made.
- \*At least one copy of all agenda packets and materials furnished to committee members for a meeting shall be made available for inspection by the public at the same time such documents are furnished to the members of the committee.
- \*Minutes shall be recorded at all public meetings.
- \*Voting by secret or written ballot in an open meeting shall not be permitted.