

RESOLUTION #2014-21

AN AMENDMENT OF RESOLUTION 2012-05 POLICIES REGARDING CITIZENS COMMITTEES OF THE TOWN OF JAMES ISLAND: PROCEDURES GOVERNING OPERATION

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;

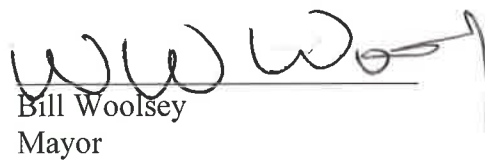
NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF JAMES ISLAND, SOUTH CAROLINA THAT:

James Island Pride Committee purpose shall read: **Increase awareness of history and culture.**

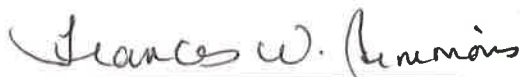
Procedures Governing Operation, item #2 shall read:

Projects, ~~and~~ activities, **and new committees** that are proposed by committees ~~should~~ **must** be sent ~~to~~ by the Council Liaison ~~and to the Mayor~~ **Town Council** for review and approval.

Enacted this the 18th day of September, 2014


Bill Woolsey
Mayor

ATTEST


Frances Simmons
Town Clerk

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 . Increase awareness of history and culture.
<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

Committee:	Business Development Council
Committee Type:	Advisory to Mayor/Council; community service; public, private and educational, partnerships
Council Liaison:	Chair of the Business Development Committee
Established by:	Resolution
Members:	Representatives from the local businesses community
Meetings:	To be set by Committee
Purpose:	Promote local businesses, encourage public and private sectors to partner in projects and activities that will improve the community

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.

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, and new committees that are proposed by committees ~~should~~ must be sent to the Council Liaison ~~and to the Mayor~~ Town Council 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.