

**AMENDMENT TO RESOLUTION REGARDING CITIZEN ADVISORY COUNCIL FOR THE TOWN OF JAMES ISLAND**

**WHEREAS, an important part of the Town of James Island's health and vitality is directly linked to a community that provides its talent, service, and abilities; and**

**WHEREAS, it is important for the Town of James Island to support its community through plans for the future and partnerships for the common good; and**

**WHEREAS, Citizen Advisory Councils for the Town of James Island will assist the Town in delivering public services that are responsive to the community's needs.**

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

**Section 1. Attachment "A" entitled Policies Regarding Citizens Advisory Councils hereby approved and adopted.**

**Section 2. Advisory Councils will consist of five (5) members appointed by the Mayor and Council with service terms of two (2) years.**

**Section 3. This Amendment becomes effective upon adoption by Council.**

**Enacted this 20<sup>th</sup> day of February 2020.**

  
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**Mayor**

**ATTEST**

  
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**Frances Simmons  
Town Clerk**

**POLICIES REGARDING CITIZENS ADVISORY COUNCILS  
TOWN OF JAMES ISLAND, SOUTH CAROLINA**

The citizens advisory councils listed below have been established to assist the Mayor/Council on resolving specific issues and achieving specific community goals. These advisory councils 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.

<b><u>Council:</u></b>	<b>James Island Pride Council</b>
<b>Council Type:</b>	<b>Volunteer action; community service, advisory to Mayor/Council</b>
<b>Council Liaison:</b>	<b>Chair of Environment/Beautification Committee of Town Council</b>
<b>Established By:</b>	<b>Resolution</b>
<b>Members:</b>	<b>Members appointed by Mayor/Council; 2 year terms to be appointed or reappointed in February of even years.</b>
<b>Meetings:</b>	<b>To be set by the Advisory Council</b>
<b>Purpose:</b>	<b>Improve community appearance; beautification/green space; litter control. Increase awareness of history and culture.</b>
<b><u>Council:</u></b>	<b>James Island Neighborhood Council</b>
<b>Council Type:</b>	<b>Community service; volunteer action; advisory to Mayor/Council.</b>
<b>Council Liaison:</b>	<b>Chair of Public Safety Committee of Town Council</b>
<b>Established By:</b>	<b>Resolution</b>
<b>Members:</b>	<b>Representatives from neighborhoods; Will accept nominations from neighborhood associations, crime watch, others Members appointed by Mayor/Council; 2 year terms to be appointed or reappointed in February of even years</b>
<b>Meetings:</b>	<b>To be set by Advisory Council</b>
<b>Purpose:</b>	<b>Neighborhood concerns, Crime Watch, emergency preparedness; provide community programs, activities and events</b>
<b><u>Council:</u></b>	<b>James Island Children's Council</b>
<b>Council Type:</b>	<b>Advisory to Mayor/Council; community service; volunteer action</b>
<b>Council Liaison:</b>	<b>Chair of Children's Committee of Town Council</b>
<b>Established by:</b>	<b>Resolution</b>
<b>Members:</b>	<b>Members appointed by Mayor/Council; 2 year terms to be appointed or reappointed in February of even years</b>
<b>Meetings:</b>	<b>To be set by Advisory Council</b>
<b>Purpose:</b>	<b>Promote children welfare, including recreation and education; Provide community programs, activities and events</b>

**Council:** Business Development Council  
**Council Type:** Advisory to Mayor/Council; community service; public, private and educational, partnerships  
**Council Liaison:** Chair of the Business Development Committee  
**Established by:** Resolution  
**Members:** Members appointed by Mayor/Council; 2 year terms to be appointed or reappointed in February of even years  
**Meetings:** To be set by Advisory Council  
**Purpose:** Promote local businesses, encourage public and private sectors to partner in projects and activities that will improve the community

**Council:** James Island History Council  
**Council Type:** Advisory to Mayor/Council; community service; volunteer action  
**Council Liaison:** Chair of James Island History Committee of Town Council  
**Established By:** Resolution  
**Members:** Members appointed by Mayor/Council; 2 year terms to be appointed or reappointed in February of even years  
**Meetings:** To be set by Advisory Council  
**Purpose:** Promote the preservation of the Town's historical and cultural features

**Council:** Trees Advisory Council  
**Council Type:** Volunteer action; community service, advisory to Mayor/Council  
**Council Liaison:** Chair of Trees Advisory Committee of Town Council  
**Established By:** Resolution  
**Members:** Members appointed by Mayor/Council; 2 year terms to be appointed or reappointed in February of even years  
**Meetings:** To be set by the Advisory Council  
**Purpose:** Planting and caring of trees within the urban tree canopy and along our island roadways

### 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 advisory councils. 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 advisory council officers will be elected by their membership.

### Town Policy on Absences

1. Any member with unexcused absences for three consecutive meetings may 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 may notify the member of the vacation of the seat and, at the same time, may notify the Mayor.

### Recommendations on Budget

Advisory Councils 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 advisory council purchases.

### Procedures Governing Operation

1. Advisory Councils should provide a written report or make a verbal presentation at a Council meeting upon request by the Mayor.
2. Projects and new advisory councils that are proposed by advisory councils must be sent by the Council Liaison to Town Council for review and approval.
3. Each Advisory Council shall be governed by Robert's Rules of Order.

### Public Access to Advisory Council 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 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 Advisory Council.
- \*Minutes shall be recorded at all public meetings.
- \*Voting by secret or written ballot in an open meeting shall not be permitted.