



TOWN OF ST. JAMES

POLICY ON COMMITTEES

Committees of the Town of St. James may be either standing or ad hoc. Committees are created by the Town Council and Council shall be responsible for creating and amending committee charters. All committee members are appointed by the Town Council for terms specified in each committee's charter. The Town Council shall determine the size of all Committees. All committee members serve at the pleasure of Council. Committees are responsible to the Council. Committees are formed to advise the Council and do not represent staff nor departments of the Town. No authority is implied nor granted by their formation or appointment. The following procedure shall be followed in the creation of committees and the appointment of members.

Section A: New Committees

When Town Council recognizes the need for a new committee, a proposal shall be prepared which defines the need, outlines the charge to the committee and identifies it as either a standing or an ad hoc committee. The proposal shall be discussed by Councilors in attendance during a regular meeting and a vote shall be taken on a motion to establish the committee. If the motion passes, a Council member shall be appointed by the Mayor as Liaison to the committee and shall be responsible for establishing the committee.

The Council Liaison shall:

- Draft the committee's Charter based on the Council discussion,
- Submit the draft for Council approval,
- Request the publishing of a call for applications from residents and
- Interview applicants and recommend their appointment to the Council.

Applicant submittals shall include a statement of interest and a resume identifying related knowledge and experience. Credentials may be submitted via email or delivered to the town office.

The Town Manager, or designee, shall record the names of applicants and the date submittals are received, notify applicants of the receipt of materials, and forward applicant credentials to the appropriate committee chair and Liaison.

Unless otherwise determined by the Town Council, at their organizational meeting(s), the committee shall recommend for Council consideration a chair and vice chair to serve for

the initial terms as defined in the charter. All subsequent appointments shall be filled as described in Section B of this policy.

Section B: Appointment of Committee Members (to Existing Committees)

- Prior to the filling of any vacancies, the Liaison shall advise the Council of the vacancy.
 - A vacancy shall exist when a committee member's term has expired and that member has chosen not to request consideration for reappointment for another term, or when a member resigns from the committee before his term expires.
- Vacancies on a committee must be advertised in the town and qualified applicants shall be interviewed, unless they have previously served on that committee, and considered.
- Applicant submittals shall include a statement of interest and resume identifying related knowledge and experience. Credentials may be submitted via email or delivered to the town office.
- The Town Manager, or designee, shall record the names of applicants and the date submittals are received, notify applicants of the receipt of materials, and forward applicant credentials to the appropriate committee chair and Liaison.
- An appointment to fill a vacancy shall be made by Council on recommendation of the Liaison and committee chair.
- With the approval of Council, additional ex-officio members may be appointed.
- Prior to any appointments, the resumes or statements of qualifications shall be presented to Councilors in attendance at a work session. Appointments may be scheduled for a subsequent Council regular meeting.
- Following an applicant's appointment to a committee by Council, the Town Manager shall notify all applicants of the results of the application process via email.

Section C: Appointment of Committee Chairs and Vice Chair to existing Committees

- When the committee chair position is vacant, the vice chair shall be considered for the position.
- All interviews for Committee Chair and Vice Chair shall be conducted by the appointed Council liaison and the Mayor or Pro Tem.
- If a committee member is not recommended for the position the advertisement for the vacant position shall include the committee chair or vice chair responsibilities.

Section D: Ad Hoc Committees

Ad hoc committees shall be established for a pre-determined length of time or to accomplish a defined task. Once the time has expired or the task accomplished, the committee shall be disbanded unless there is a decision by Council to maintain the committee for another specified term, or completion of a new task, or to make it a standing committee with ongoing responsibilities.

Section E: Administrative Requirements

All committees shall record minutes of each meeting and minutes shall be forwarded to the Town Clerk for retention.

If a committee anticipates that funding is needed for any reason, a budget request shall be submitted to the Finance Director in advance of committee presentation during the annual budget process. All expenditures shall be appropriately approved and documented.

Appendix to Committee Policy

The Council Policy on Committees applies to all Committees that are created by the St. James Town Council.

Standing Committees:

1. Planning Board
2. Firewise

Ad Hoc Committees

1. Comprehensive Planning Committee

Original Adoption: January 5, 2016

Revised: April 2, 2019

Revised: April 5, 2023