

Town of Vinalhaven

Committee Guidelines Policy

In accordance with SECTION 6. DEPARTMENTS, BOARDS AND OFFICES of the Vinalhaven SELECTMEN / TOWN MANAGER ORDINANCE the Town of Vinalhaven shall continue or, by ordinance, create, determine and define the powers and duties of such executive and administrative departments, boards and offices, in addition to those provided by general law, except the school department, as it may deem necessary for proper and efficient conduct of the affairs of the municipality. Any department, board or office so continued or created may at any time be abolished by the municipality.

1. Purpose

The purpose of this policy is to document guidelines for forming and operating all committees working on behalf of the Town of Vinalhaven.

2. Definitions

Committee: The term 'committee' shall refer to any group of three or more individuals appointed or elected to work on behalf of the Town of Vinalhaven. The terms *commission* and *board* are synonymous with *committee*.

Elected Committee: The term “elected committee” shall refer to a committee formed by ordinance where its members are elected by voters in the Town of Vinalhaven. Elected committees meet regularly in perpetuity.

Standing Committee: The term “standing committee” shall refer to a committee formed by ordinance usually expected to meet regularly in perpetuity.

Ad-hoc Committee: The term “ad-hoc committee” shall refer to a committee formed by the Board of Selectmen for a specific task and for a specific time period. The terms *task force*, *work group*, and *study group* are synonymous with *ad-hoc committee*.

Member: The term "member" shall refer to an individual appointed to or elected to serve on a committee for a specific term.

Alternate Member: The term “alternate member” shall refer to an individual appointed to a committee by the Board of Selectmen as an alternate.

Membership: The term “membership” shall refer to the number of seats, vacant or not vacant, constituting a committee.

Any words not otherwise defined therein shall be given their common and ordinary meaning.

3. Enactment

This policy is enacted and may be amended as needed or repealed upon a majority vote of the Board of Selectmen.

4. Policy

It is the policy of the Board of Selectmen that all committees acting on behalf of the Town of Vinalhaven follow these guidelines.

1) Formation and authority:

- a) Standing committees will be formed by ordinance.
- b) Ad-hoc committees may be formed by the Board of Selectmen or requested by one or more residents of the Town of Vinalhaven and must be accompanied by a completed Committee Formation Document that includes the proposed committee purpose/mission, scope, tasks/work plan, duration, members' terms and membership.
- c) All committees have an advisory role to the establishing body and have only the specific authorities granted to them by State Statute or Municipal Ordinance.
- d) Membership in all committees shall be three to nine seats; each for one term of one to three years duration.
- e) Established committees have the inherent authority to establish sub-committees, unless otherwise specified in the enabling ordinance or documentation.

2) Membership:

- a) All members of Standing and Ad-hoc committees appointed by the Board of Selectmen may be removed with or without cause by the appointing body.
- b) One alternate member may be appointed for every three seats on a committee. Alternate members may only vote when seated in place of a regular member and so recognized by the chair of the committee at the beginning of each meeting.

3) Operation:

- a) Committees shall elect a chair, vice-chair and secretary from members annually, specifying a date which will afford town officials the opportunity

to address the active and compliant status of all committees at one time.

- b) Members of standing or ad-hoc committees may participate and vote in meetings remotely by teleconferencing or other real-time means unless otherwise specified in the enabling ordinance or documentation.
- c) A majority of the membership of a committee shall constitute a quorum and shall be necessary for a vote.

4) *Spending:*

- a) A committee wishing to allocate or spend town funds shall submit such a request to the Town manager.
- b) If the Town Manager refuses the request, the committee may ask the Board of Selectmen to review the request for a final determination.

5) *Reporting:*

- a) Each committee secretary will submit minutes to the Town Clerk within one week of approval by a majority of the committee.
- b) The Town Clerk will promptly post the approved minutes on the Town website and will file a copy at the Town Office.
- c) Committee chairs or those delegated will regularly report to the Town Manager and the Board of Selectmen.

6) *Public Access and Notification:*

- a) The Town Clerk must be informed of all meetings at least seven days prior to the required posting date and must post the meeting at least seven days in advance of a meeting unless otherwise specified in the enabling ordinance or documentation.
- b) The proceedings and documents are subject to Maine right-to-know laws Title 1 M.R.S. §§ 401-412.

7) *Dissolution:*

- a) Ad-hoc committees shall be dissolved, as needed, by a vote of the members or the Board of Selectmen.

5. Adoption and Revision History

Adopted on: February 16th, 2021 YES 5 NO 0 Attested: Darlene M. Landage

Revised on: _____ YES ____ NO ____ Attested: _____

Town of Vinalhaven

Committee Formation Document

Dear Committee Volunteer,

Thank you for your commitment to civic service. We value your contribution of time, ideas, expertise, and more. In order to better serve and support you, the Town's Community Guidelines Policy clarifies roles, responsibilities, and practices for Committees, Committee Members, the Select Board, and Town Staff. Policy guideline 4.a)b states

Ad-hoc committees may be formed by the Board of Selectmen or requested by one or more residents of the Town of Vinalhaven and must be accompanied by a completed Committee Formation Document that includes the proposed committee purpose/mission, scope, tasks/work plan, duration, members' terms and membership.

Please complete this Document to the best of your ability and preferably in collaboration with your fellow prospective committee members. The completed form should be returned to the Town Clerk in-person or via email at least one week prior to the date of the Select Board Meeting at which you will present your committee formation request. Thank you.

*Any questions regarding this Document may be directed to the Town Clerk.
townclerk@townofvinalhaven.org or (207)863-4343*

1. What is the name of the committee you are proposing?

2. What community need or needs will this committee address?

3. What is the proposed mission/purpose of this committee?

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4. With which Town focus areas and goals does this Committee align? Check all that apply.

Fiscal Responsibility

We aim to build responsive and responsible budgets that meet the communities needs while maintaining our infrastructure. Data will be provided to the community in meaningful ways.

Community Services

Our projects and services respect our heritage and work to build and strengthen our year-round community. We value transparency and use a variety of platforms to inform and engage our citizens. We value civic participation and encourage feedback. In interactions with all Town employees and officials, our citizenry feel welcome, appreciated, and understood.

Infrastructure

We acknowledge that our infrastructure is a major cost center to build and maintain. The upfront capital costs plus the continued human and financial resources are important to fund. We seek to fund these in a manner that does not threaten or shorten the lifespan of the infrastructure. New projects will take into consideration the projection for SLR as recommended by the SLR committee.

Economic Development

The VH economy is deeply rooted in the lobster fishery as the state's second highest port by value landed for each of the last five years. To that end we will continue to protect the working waterfront aspect of our community. We are also a highly seasonal community with a significant increase in population between July and August. The newly adopted Downtown Master Plan is a guiding document for the community with many aspects of economic development. We will look elsewhere to support the community's changing needs, like supporting a better understanding for the costs and benefits of expanding broadband services.

5. How many members will make up this committee?

3

5

7

9

Other _____

6. What are preferable skills and areas of expertise of committee members?

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7. Describe the committee’s plan of work, include goals, benchmarks, and a timeline.

8. What is the duration of the committee (based on the plan of work)?

- 1 year
 2 years
 Other_____
 Unknown

9. How often will the committee meet?

- Semi-monthly
 Monthly
 Other_____
 Unknown

10. How often will the committee report to the Select Board?

- Monthly
 Bi-monthly
 Other_____
 Unknown

11. Who will serve as this committee’s Chair? Co-chair? Secretary?

Position	Name	Contact Info	Skills/ Expertise
<i>Chair</i>			
<i>Co-Chair</i>			
<i>Secretary</i>			

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12. If there is a roster of *additional* community members willing to serve on this committee, please list their names, contact information, and skills/areas of expertise.

Name	Contact Info	Skills/ Expertise