

**Town of Lanesborough
Policies and Procedures for Appointed Regional and Town Committees**

POLICY STATEMENT:

The Town of Lanesborough appreciates the hard work and dedication of all appointed Regional and Town committee members. It is the policy of the Town of Lanesborough that there are guidelines regarding the roles and operation of all Town committees.

POLICY PURPOSE:

All appointed Regional and Town Committee members should reflect the values of the Town of Lanesborough. In addition, committees should keep the mission and vision at the forefront when making decisions. This policy establishes standard procedures for Town committees.

POLICY SCOPE:

This policy applies to all Regional and Town Committee members.

PROCEDURES:

Approval Process

Committees are encouraged to be inclusive and seek to have diverse committees. Further, the Town encourages committees to recruit new members as vacancies occur and make recommendations to the Select Board. Resignations should be submitted to the Town Administrator and the Town Clerk. The Town Administrator will work with the committee to notify the public about the vacancy. Committees should also monitor the term expirations of their members. All committee members must be approved by the Lanesborough Select Board and recommendations are subject to review. The Select Board will consider qualifications of prospective committee members. They may also consider how many committees someone is already serving on, the length of time someone has served on a committee or committees, or other factors to help them make their appointment(s). The overall objective will be to ensure the committee memberships is diverse and can achieve the mission and goals of the committee effectively. Following approval, the Town Administrator will notify the Town Clerk of the appointment(s).

Prior to serving on any committee, individuals must be sworn in by the Town Clerk. The Town Clerk will also inform the Town Administrative Assistant, so contact lists can be updated.

Training

The Town Clerk will inform the new committee member of required trainings including ethics, Open Meeting Law, and conflict of interest training. However, at its discretion, the Town may require additional training it deems necessary. The Town Clerk will monitor annual and bi-annual training requirements for all committee members. Prior to anyone serving on a committee individual must complete the required training and be sworn in by the Town Clerk.

Membership Composition

At its discretion, the Select Board can determine the amount of committee members. Committees are responsible for selecting a chair, secretary, or other positions they may deem necessary.

Conduct of Committees

As a general rule, committee members should follow the Town Policies and Procedures as a guideline for how they conduct themselves with one another. This includes being respectful of one another's opinions and working as a collaborative group that serves the citizens of the Town of Lanesborough. The Select Board may remove members who are disruptive or do not focus on serving the public in a positive manner. The Town also requires committees to allow for public participation in their meetings. Committees should routinely review goals and as appropriate align them with Town goals.

Meetings

Committees are required to meet at least six (6) times per year, or once every two months, unless deemed unnecessary by the Select Board. Committee Chairs or their designee may send agendas to the Town Clerk and Cc the Town Administrative Assistant for posting. Agendas are required to be posted at least 48 hours in advance and are required to be sent to the Town Clerk no later than 1:00 p.m. on the business day (Monday-Thursday) in which the agenda must be legally posted. Committees are responsible for coordinating with the Town Clerk for a meeting space in Town Hall or another Town facility. Members who miss over half of the scheduled committees are subject to removal. At each meeting, minutes from the previous meeting shall be approved. Upon approval minutes will be sent to the Town Administrative Assistant for posting.

Periodic Updates

The Committee Chair shall schedule at least twice per year with the Town Administrative Assistant a time to appear before the Select Board to provide updates. Committees should be setting annual goals and providing these updates to the Select Board.

Financial

The Town understands throughout the course of the Fiscal Year committees will need to make purchases necessary for their operation. The Committee Chair, or their designee shall be the only one who makes purchases. The following procedures apply for committee purchases:

1. Confirm the item is budgeted.
2. The Committee Chair, or designee speaks with the Accountant to determine Town approved vendors and ensures they have our Tax-Exempt Certification on File. Note, the Town will not pay sales tax. When a purchase is necessary it must be budgeted.
3. The Committee Chair, or their designee asks for an invoice from the vendor.
4. The Committee Chair, or their designee provides the invoice and annotates the account number to charge the invoice to.
5. The Accountant confirms the item is budgeted and the item is added to the next available AP Warrant.

Complaints

Anyone who believes a committee member has violated this policy may bring them to the attention of the Town Administrator who will investigate the claim.