



TOWN COMMITTEE POLICY

This Town Council Committee Policy is created to ensure consistency and transparency throughout all committee procedures. The policy establishes understanding, clarification and knowledge for all policy recommendations to be acted on at the Council-level when recommendations are made.

Committees of the Town Council are required to:

1. ***Consist of a Chair and Vice Chair as appointed by the Town Council.**
2. Annually adopt a brief statement of purpose that clarifies the purpose, scope and intent of each committee.
3. Post all committee meeting dates, time, location and agenda in accordance with municipal ordinances and state law.
4. Committee recommendations sent to the Town Council must first undergo an official vote of committee members prior to the recommendation being sent to the Town Council. Any recommendation sent to the Town Council for consideration will be submitted by the Committee Chair, or a member in the absence of a Chair, to the full Council, Town Manager and Town Clerk and shall include the following:
 - a. An order, resolve or other for the council to review.
 - b. A cover page that includes:
 - i. The committee name
 - ii. A brief summary of the recommendation
 - iii. All meeting dates the particular issue was discussed
 - iv. Public input presented to the committee
 - v. The vote of the committee. If the recommendation was not unanimous, a brief summary of opposing view(s) must be included.
 - c. Documentation, research, or items supporting or opposing the recommendation, if applicable.
5. Observe and adhere to the following:
 - a. No official action can be taken by Committees on behalf of the Town of Millinocket unless approved by vote at a Town Council meeting.
 - b. Committees and their members may research and/or enter into discussions with external individuals or organizations on behalf of the Committee within the scope of the Committee's purpose, as defined by the annually adopted statement of purpose.
 - c. A maximum of three Town Councilors may serve on a Town Committee. Town Councilors that wish to attend Committee meetings may do so as members of the public and may provide comment and feedback as a member of the public at the discretion of the Committee Chair unless there is objection by Committee.
 - d. The Committee Chair is responsible for:
 - i. Developing and posting all Committee meeting agendas and minutes
 - ii. Calling for, facilitating and adjourning Committee meetings.