

Town of Chevy Chase
Committees Operating Procedures
& Outline of Roles and Responsibilities
Updated and Approved by Council 12/09/19

Committee Operating Procedures

Committees act as advisory bodies to the Town Council. The work of the Committees shall support the furtherance of the Strategic Plan of the Town of Chevy Chase (adopted March 2007) and/or other issues deemed important to the Town by the Town Council.

Specifically, the Committees will advise on issues:

- articulated in the Strategic Plan (adopted March 2007);
- assigned by the Town Council; and/or
- identified by the Committee itself.

The Committees' responsibilities include:

- monitoring and researching issues;
- performing special tasks and activities recommended or assigned by the Town Council; and/or,
- making recommendations to the Town Council for final action. *All official Town action arising from recommendations will be made solely by the Town Council.*

Each Committee will:

- develop or update past mission statements as needed to reflect the Committee's purpose as needed;
- arrange to have someone take minutes at each meeting, which will be posted by the Town office on the Town website;
 - The minutes need only include topics discussed, actions/decisions taken, and persons present.
- send the agenda to the Town office for posting at least five (5) business days before the scheduled meeting for posting on the Town website;
 - All committee meetings are open to the public.
 - All agendas should include the statement, "All residents are welcome to attend committee meetings."
 - Each meeting should have time for resident comments if residents are present.
- submit updates and/or brief articles about their activities to the Town Forecast as appropriate; and
- provide a summary of the year's work to the Town Council and Town Manager by the end of each July.

Additional Issues:

- The Town Council provides an annual unallocated budget for Town events and routine committee operations. Any minor additional expenditures by any of the committees must be approved by the Town Manager, while any significant additional expenditures must be approved by the Town Council.
- If committees wish legal advice, the request must go through the Town Manager, and if substantial time is involved, the request must be approved by the Town Council.
- Any requests for Town Staff assistance must be directed through the Town Manager.
- Committee chairs shall meet with the Town Council once in the fall and are encouraged to meet among themselves as needed. The purpose of these meetings is to update one another on committees' activities, to avoid overlap of work, and to find areas of cooperation. The Mayor will coordinate these meetings or delegate this authority.

- Where proposals that committees are considering affect specific blocks or properties, committees should involve the neighbors who may be directly affected by the proposals. However, any such outreach must first be reviewed by the committee's Council Liaison and the Town Manager.

Roles and Responsibilities

Committee Members:

- Committee members will be appointed by the Mayor in consultation with the Town Council to serve for a one-year term beginning each September. Residents interested in joining a committee during the year may also be allowed to do so, upon appointment by the Mayor in consultation with the Chair and Council Liaison.
- Committee members are asked to attend all committee meetings and meetings of any sub-committee that they may join.
- When representing the Town at outside public forums or with elected officials, Committee members shall not present themselves as spokespersons for the Town unless specifically directed to do so by the Town Council. Committee members should not speak to the press regarding Committee work without authorization from the Council Liaison, who will consult with the Council and Town Manager as appropriate.

Committee Chairs:

- Committee Chairs will be appointed by the Mayor in consultation with the Town Council to serve for a one-year term beginning each September.
- Committee Chairs will set the meeting agendas in consultation with the Liaison.
- Committee Chairs will conduct all committee meetings in accordance with the Town's open meetings requirements.
- Committee Chairs will ensure that minutes are taken of each meeting and transmitted in a timely manner to the Town Manager for inclusion in the public record and posting on relevant websites. It would be helpful if the minutes were ready two (2) weeks after the meeting date.
- Committee Chairs will ensure completion of any and all reports to the Town Council.
- Committee Chairs will communicate as needed with other Committee Chairs to apprise them of committee actions that may be of potential interest to or that may need to be coordinated with the work of other Town Committees.
- Committee Chairs will serve as the point-of-contact with the Town Manager.

Council Liaisons:

- Council Liaisons will be assigned each year by the Mayor in consultation with the Town Council.
- Council Liaisons should attend all Committee meetings and may comment during Committee deliberations but do not vote.
- Council Liaisons will act as the Council's representative at all committee meetings. He/she will report information and direction from the Town Council to the Committee. The Council Liaison and the Committee Chair will bring committee requests to the Town Council for consideration/action.
- Council Liaisons will transmit financial requests made by the Committee that are in excess of routine or minor amounts to the Town Council for consideration and approval.
- It should be noted that a Council Liaison is not a member of the Committee and, outside of the duties specified above, should act primarily as an observer.

Town Manager:

- All committee meetings should be coordinated through the Town Manager or designated office staff, who reserves meeting space and notifies the public of upcoming meetings. Light meals may be provided by the Town if requested by the Committee Chair.
- The Town Manager will oversee work of the Town staff done in support of the Committees and coordinate with the Committee Chair and Council Liaison.
- The Town Manager will maintain the public record.