

## **Advisory Committee Rules and Guidelines**

Advisory Committees do extremely important work in the Town of Cheverly and serve as resources for the Mayor and Council. Groups identified as Advisory Committees—some of which are currently dormant—include the Board of Election Supervisors, Building Usage Committee, Cheverly Day, Economic Development Committee, Ethics Commission, Property Maintenance Review Board, Recreation Council, Planning Board, Cheverly Green Infrastructure Committee, Redistricting Commission, and Tree Commission . Advisory Committees differ from other community organizations; their creation and maintenance is guided by legal documents and actions, including under the authority of Section 1-6 of the Town Code, and they are expected to be accountable to the town as outlined below.

Failure to follow these policies in good faith will be communicated by staff to Mayor and Council, will be addressed in written communication, and could result in corrective action, including official changes in leadership. All parties should be treated with mutual respect in communications and actions.

### **Membership:**

Given the importance of these advisory committees, members should be selected based on their skills, expertise, leadership acumen, and relationship-building ability. All advisory committee members are subject to approval and formal appointment by the Mayor and Council at a regularly scheduled public meeting. Candidates for membership should be submitted to their respective Council Member or to the Council Liaison for the committee. Council Members shall from time to time recommend members of each committee and will work to recruit representatives from each ward. The size of each standing committee shall be mandated in the committee's bylaws.

### **Committee Boards:**

Each committee shall elect from its appointed membership a chair, to serve for a term of one year, as well as a vice chair. Committees shall elect additional board members as outlined in their bylaws. Board members shall be Cheverly residents and registered voters in the town of Cheverly. Board members cannot hold political office in the town of Cheverly.

### **Council Liaisons:**

At the May or June work session following town elections, Council Liaisons will be appointed for advisory committees, with the exception of the Ethics Commission and Board of Elections Supervisors. Council Liaisons are not voting members of advisory

committees; their role is to facilitate communication between Mayor/Council and the committee. Council Liaisons should make every effort to attend the meetings of their advisory committee and may be asked to report on the work of the committee during town meetings.

### **Representation, Transparency, and Open Meetings:**

State law requires that council-appointed advisory committees must comply with the Maryland Open Meetings Act (OMA). At least two members of each advisory committee must complete OMA training.

Chairs and members serve in an advisory capacity to the Mayor and Council and do not formally represent the town on official business. Advisory committee members should always be clear in any communication, oral or written, that the views, opinions, and decisions of the individual or committee are not representative of the Town itself. Committee members should not make directives to town staff or external stakeholders. Any communication with external stakeholders should copy the Town Administrator, Mayor, and Council Liaison. Appropriate disclaimers supplied by the town must be included in all written and oral communications. Engagement with new external stakeholders should be coordinated in conjunction with town staff.

All advisory committees are required to submit updated bylaws annually to the Town Clerk. They must also submit meeting information and agendas no less than five days prior to their meetings. Advisory committees must record hybrid and virtual meetings and submit zoom recordings and minutes within two weeks following their meetings. Committee leadership should ensure the town website has updated information for the leadership, contact information, and upcoming events for each advisory committee.

### **Bylaws:**

Bylaws for each committee should include how often a committee meets, financial procedures, membership, and officers. Each committee should annually submit final financial statements and insurance claims and documentation to the Town Clerk. Bylaws should conform to the policies, code, and charter of the Town, and the rules provided by the Town Clerk for bylaw drafts and submissions. All other rules and bylaws effective for advisory committees remain the same as delineated in their initiating and revised resolutions.

### **Committee Reports during Regular Town Meetings:**

Town Advisory Committees such as the Planning Board, Green Infrastructure Committee, Recreation Council, Cheverly Day, and Board of Election Supervisors shall provide monthly updates to the Mayor & Council at the Regular town meetings. Reports should be provided

by the chair or committee designee. Written reports should be submitted at least five days in advance of a meeting to be included in the meeting agenda packet and read into the record by the Town Clerk if no one is able to attend the meeting. Reports should include updates, announcements, meeting information, contact information and should not exceed five minutes. If the committee is providing an update that requires Mayor & Council discussion, approval, vote, or feedback, the Committee can request that an agenda item be added at the discretion of the Mayor and Town Administrator at least ten days in advance of the meeting.

### **Scope of Advisory Committees:**

The Mayor and Council will set aside time annually during a work session to discuss advisory committee priorities and objectives for the year (aligned with the Strategic Plan). The council may ask committees to follow up and make recommendations on development projects, provide proposals or options for addressing town issues, and/or convene smaller working groups to explore specific emergent topics. This guidance is intended to provide direction for the work of the committee and does not preclude additional work of the advisory committee.

Requests for formal recommendations from committees can be made in meetings and in writing and will be made to allow for sufficient time for committees to prepare their report (no less than one month). Recommendations from advisory committees can be adopted in full, in part, or not be included in the final determinations of the Mayor and Council in their entirety. The Town will share final determinations with the relevant advisory committees as soon as is practicable.