

SECTION 7 -- BOARDS, AUTHORITIES, COMMISSIONS AND COMMITTEES

Section 7-1. Appointments to Boards, Authorities, Commissions, and Committees

- A. Members of boards, commissions and committees requiring a Council vote shall be appointed by an affirmative vote of a majority to serve specified terms as may be deemed to be appropriate by the Council or as specified by statute.
 - B. The Mayor shall select the liaisons for the Council's following standing committees: Personnel; and, Police & Public Safety. The standing committees' bodies shall consist of the entire Council. The liaisons shall be responsible for leading the discussion of the standing committees during Council meetings and for keeping the Council informed on issues related to their respective committees. Committee liaisons will serve two-year terms.
 - C. In addition to appointing the standing committee's liaison, the Mayor shall make appointments to other appropriate committees, including the appointment of a Council representative to each of the Town's advisory committees. Council representatives will serve two-year terms.
 - D. Ad hoc committees, such as special task forces, may be created from time to time, for specific purposes, as determined by the Council.
- A. In the event a board/commission/committee member who has been appointed by the Mayor and/or Town Council has two consecutive unexcused absences, as determined by the chair of said committee, the chair shall send him/her written notice, with a copy to the Mayor and Town Council, that if he/she has one additional consecutive unexcused absence that his/her appointment shall be considered to be automatically rescinded under the Council's Rules of Procedure. In the event said board/commission/committee member has three consecutive unexcused absences, as determined by the chair of said committee, or misses more than one-half of the board/commission/committee's meetings during any twelve month period, his/her appointment on said board/commission/committee shall then be automatically rescinded. In the case of boards/commissions/committees for which the Town Clerk does not keep the attendance record of the members, the chair of said board/commission/committee shall forward a report on every member's attendance to the Town Clerk on a semiannual basis on or before July 1 and January 1 of each year. In cases in which a member's appointment is automatically rescinded, written notice of this action shall be sent to the affected individual by the Town Clerk, with a copy to the Mayor and Town Council. Should the affected member wish to appeal a chair's decision as to whether an absence is "excused" or "unexcused", he/she shall submit a written appeal to the appointing authority within seven (7) business days of the written notification that his/her appointment has been rescinded. In the case of an appointment by the Mayor, the Mayor shall consider the appeal and issue a decision within fourteen (14) business days of receipt of the appeal. In the case of an appointment by the Town Council, the appeal shall be placed as a closed session item on the next regular Council meeting agenda for consideration of the appeal.
 - B. Prior to an appointment to a board/commission/committee, the individual shall sign a copy of the Town's Code of Ethics/Standards of Conduct certifying that they have read, understand and agree to abide by its terms. In addition, appointed members shall reaffirm their

commitment to following the Code of Ethics/Standards of Conduct by recertifying their agreement to abide by its terms in writing at the beginning of the calendar year.

Section 7-2. Standing Committees Roles and Guidelines

- A. The roles of and the operating guidelines for the standing committees shall be as adopted by a majority of the Council.