

Guidelines for Village Committees¹

The Chevy Chase Village Board of Managers is committed to meaningful and wide-spread participation of Village residents in the governance of our community. Committees of residents serve as advisors to the Board. They provide a critical interface between the residents and the Board by generating a wealth of ideas, research and analysis for the policy initiatives that underlie good governance.

The Board relies on the support of two types of committees:

Standing Committees oversee the broad categories of Village governance, policy and resident enrichment. These are the Community Relations, Financial Review, Public Safety, Traffic, Trees, Parks & Green Spaces, Environment & Energy, and Seniors Committees.

Ad Hoc or Single Purpose Committees are dedicated to meeting a single, Board-referred objective and are of limited duration. The Board assignment defines the work of the committee and indicates whether the Board seeks advice *whether to* address a problem or issue facing the Village or advice on *how to* resolve a problem or issue.

To strengthen the role of Village committees and to ensure that their work is transparent and a model of democratic practice, the Board has adopted the following guidelines.

Committee Operating Procedures

Each *Standing Committee* will be asked to develop a Mission Statement and Scope of Work.²

Each *Single Purpose (ad hoc) Committee* will be assigned a specific task by the Board at the time the committee is created. The Board assignment will define the work of the committee. It will indicate specifically whether the Board seeks advice on whether to address a problem or issue facing the Village or advice on how to resolve the problem or issue. Based on that assignment, the committee will be asked to develop a Mission Statement and Scope of Work.²

¹ These Guidelines do not apply to Village Commissions, the Election Supervisors or the Tree Ordinance Board.

² See Attachment for suggested format which should include: (I) Mission Statement; (II) Tasks; (III) How the Committee Operates; and (IV) Committee Composition.

The following requirements apply to all committees (unless the subject assigned to a committee or the work of the committee is confidential as set out in the State's Open Meetings [Act] Law):

Meetings:

Committee meetings are to be held at the Village Hall with minutes taken and posted on the Village website as soon as practicable. Prior to each meeting (five days if possible) each committee is asked to post a notice of the day and time of the meeting and the proposed agenda. Meetings are open to all interested Village residents. From time to time, committees are encouraged to include summaries of their work to be published in the *Crier*.

Beyond opening their meetings to all residents, committees should make a special effort to invite residents whose homes, affiliations or immediate neighborhoods might be disproportionately affected by proposals before the committees. The notice of a meeting must indicate that all residents are welcome, and should include a time for resident comments to be heard.

Standing Committees are asked to submit written reports to the Board of Managers at the Village's Annual Meeting held the third Monday in April.

Committee Members:

Membership on committees by Village residents is encouraged, subject to keeping committees to a reasonable size and ensuring that Village-wide views are represented.

The Board of Managers will appoint members of all Single Purpose (ad hoc) Committees and of the Standing Committees on Community Relations, Financial Review, Public Safety, Traffic, and Trees,³. All other Standing Committees are open to any interested residents who agree to engage in the work of the committees and regularly attend scheduled committee meetings.

Committee Chairs:

Standing Committee chairs are appointed by the Board of Managers to serve a two-year term beginning each July. After the two-year term, the Board may either reappoint the existing chair or rotate the position to another resident. Chairs of Single Purpose (ad hoc) Committees are appointed by the Board of Managers to serve for the full term of the committee.³

³ Special rules apply to membership on the Election Supervisors (see Chapter 26 of the Village Code) and Tree Ordinance Board (see Chapter 17 of the Village Code).

Committee chairs set the agenda of meetings. They are responsible for assuring that each meeting is properly noticed, that residents are welcomed to attend, that they have an opportunity to speak, that the minutes of the meeting are prepared and posted, and that the necessary committee reports are prepared and presented to the Board.

Committee chairs will communicate with other committee chairs to apprise them of committee deliberations that may be of interest to them or that may need to be coordinated with them.

Board Representatives:

A Representative from the Board will attend meetings of those committees subject to membership appointment by the Board. The purpose of the representative is to facilitate communication between the committee and the Board. All other committees will be provided with a specific Board contact with whom the committee chair can communicate to receive direction on matters considered by the committee. Any Board member may attend any meeting of a committee in an unofficial capacity.

Village Manager:

All committee meetings will be coordinated through the Village Manager who will notify residents of the meetings, assign staff, as appropriate, to attend the meetings and act as support staff, and maintain the public record of meetings, including posting the minutes.

Board of Managers:

The Board shall appoint all committee chairs and all members of the following Committees: Community Relations, Financial Review, Public Safety, Traffic, Trees and all Single Purpose (ad hoc) Committees. Each committee will meet with the Board periodically and at least annually to establish and review the work program and accomplishments of the committee.

Suggested format for Committee Scope of Work

- I. MISSION STATEMENT (Short statement describing the goal of the committee.)
- II. TASKS
(A list of the tasks to be undertaken by the committee to achieve the goal as described in the Mission Statement.)
- III. HOW THE COMMITTEE OPERATES
(Guidelines as to how the committee operates.)
 - Holds regularly scheduled meetings as appropriate in the Village Hall
 - Posts notice and an agenda for scheduled meetings so any Village resident will have ample opportunity to participate
 - Prepares minutes of discussion and action items to be posted on the Village website
 - Coordinates with other Village Committees as necessary
 - Meets periodically and at least annually with the Board to review the work of the committee
 - Submits a written report to the Board at the Village's Annual Meeting held the third Monday in April
- IV COMMITTEE COMPOSITION
 - Chairman:
 - Members:
 - Board Representative: