

South Bethany

Committee Guidelines

Purpose

These Guidelines should be consulted when Council is engaged in or considering the formation or dissolution of Committees, the membership of Committees, and the manner in which the business, efforts or work of Committees may be determined and conducted.

The Mayor and Town Council may discuss and consider the formation of any Committee, consistent with Town Code, which may be beneficial to the Town. A Committee may be created upon majority affirmative vote of Mayor and Council ("Town Council" as used herein, shall refer to the Mayor and Council), and conditions or limitations, including durational time limitations, may be imposed on Committees at the time of formation. At the time of formation, Council shall articulate the scope and duties of each Committee. Committees may be established for either ongoing or limited/finite periods of time. No Committee may engage in conduct which exceeds the scope of powers and duties granted by Council, or which would otherwise conflict with Town Code or State law.

Committees are not law-making bodies, and are to serve as resources, and may make advisory recommendations for action where appropriate and requested, to Town Council. Inaction by a Committee or failure to make recommendations shall in no way prevent action by Town Council on any issue.

Committee Formation and Review

The Mayor and Town Council may, as described herein, vote to appoint members to a Committee, including a Committee Chairperson/Liaison. Every Committee shall have at least one Town Councilperson as a member, who shall presumptively serve as Chairperson/Liaison of the Committee upon which he or she sits. No Committee shall contain a number of Town Councilpersons which would constitute a quorum of Council.

In the event Council determines that a new Committee is necessary, or that an existing Committee, including a Standing Committee, should be modified or disbanded, such action may be taken by a majority vote of Council, and appointments made, at any regular meeting of Town Council, following due notice on an agenda. Town Council may, at any time, review, discuss, modify, and/or approve any Committee's goals and objectives.

Membership on Committees

Committee membership shall be for a 1-year term. Members of Standing (ongoing) Committees shall be appointed or reappointed annually during the Town Council Organizational Meeting held in May. The Town shall annually issue a solicitation of interest for persons who may be interested in serving on any Committee. Existing Committee members and other ~~interested~~ persons

interested in serving on a Committee must submit a statement of interest for membership annually, at the time to be determined by Council.

- A. The Mayor, with Town Council vote and approval, shall appoint the Committee Chairperson/Liaison.
- B. In addition to statements of interest submitted by potential Committee members, the Committee Chairpersons may recommend potential Committee members to the Mayor.
- C. The Mayor, with Town Council vote and approval, shall appoint the Committee members.
- D. If a new Committee member is needed during the term, the Chairperson/Liaison shall notify the Mayor and Town Council of the membership change at a Town Council Meeting.
- E. Each Committee's membership should be limited to no more than ~~nine five (95)~~ members, including the Chairperson/Liaison, unless otherwise approved for good cause by the Town Council.
- F. Committee members can be residents, property, or business owners, (including those with an ownership interest in artificial entities, such as LLP's, LLC's, Trusts, etc.). of South Bethany in order to serve as a voting member of any committee. Town employees may attend and provide information to Committees but shall not serve as voting members.
- G. An individual shall not serve on more than one Standing Committee unless a waiver is granted by a majority vote of the Town Council.
- H. Budget and Finance Committee members shall not serve on other Standing Committees.
- I. Service upon a Town Committee shall be at the pleasure of the Mayor and Council. Any claims that an existing Committee member should be removed from the Committee shall be submitted to the Mayor and Council for review and possible action.
- J. Continued non-attendance at scheduled meetings may serve as cause for a member to be removed from a Committee or not be reappointed.

Committee's goals and objectives

1. Initial goals and objectives should be set by the Mayor and Town Council. Council shall meet with Committee Chairperson/Liaison and Committee members as needed, to refine and update the objectives. All Committee goals and objectives should appropriately consider input from the Mayor, Town Council, Town Manager and employees, and the public.
2. Each Standing Committee shall establish a schedule for reporting to the Mayor and

Town Council at regularly scheduled Town Council Meetings. Reports to Town Council may be verbal or written at the option of the Committee Chairperson/Liaison and shall be made at least quarterly at a regular Town Council meeting.

3. A Standing Committee may prepare written communications that convey information about actions of the Committee via the Town website, the Town ~~n~~Newsletter or ~~e~~Email ~~n~~News ~~u~~Updates.

Formatted: Font: Bold, Character scale: 100%

Formatted: Indent: Left: 0.5", No bullets or numbering

~~3-4. Committees should adhere to the Town's adopted procedures for the Grant Application Process and the Large Project Identification Process~~

Agenda

All meetings and actions of Committees shall be conducted in compliance with the *Delaware Freedom of Information Act* (FOIA) requirements.

Meetings

- A. Standing Committees, and other Committees, shall set their own schedule of meetings, but Standing Committees should meet at least four times ~~pera~~ year.
- B. A record of all Committee meetings shall be made in the form of minutes and in compliance with FOIA.
- C. The Chairperson/Liaison of the Committee is responsible for the orderly conduct of business at meetings. Members, as well as attendees, shall be recognized before speaking.
- D. All Committee meetings will be audio and/or video recorded.

Grant application process

- ~~A. Grant opportunities for a specific project may be identified by staff, Council members, or Town Committees.~~
- ~~B. Once a grant opportunity is identified, a proposal will be developed for submission to the Town Council. The proposal should include:
 - 1. Scope of the project
 - 2. Defined outcome of the project
 - 3. Timing of submission of the grant
 - 4. Anticipated start of the grant and length if received
 - 5. Total amount of the grant
 - 6. Cost share percentage of the grant
 - 7. Town of South Bethany Cost Share~~
- ~~C. Town Council will review and determine if the Town wishes to move forward on the grant application. If approved to move forward, the Town Council will simultaneously approve~~

~~funding and the fiscal year funding will begin. This approval should occur 2 months prior to the grant submission date. There will not be a need to come back to Town Council for approval of the grant unless the scope/proposed outcome or additional funding is required.~~

~~D. The Owner of the grant will be responsible for the writing of the grant. If electronic submission is required, Town staff will assist with the input of information under the direction of the Town Manager.~~

~~E. Funding for the grant will then be included into the appropriate fiscal year once the submission has occurred.~~

Large project identification

~~A. Identification of a Large Project—a project costing \$50,000 or more—to be considered at Town Council may be identified by staff, Town Manager, or Council members/Committee liaisons.~~

~~B. Once the Project is scoped out (thoroughly examined and defined), it should be brought to the Town Council for review and consideration. The Project should be sponsored by either the Mayor, a Town Council member or the Town Manager.~~

~~C. If approved for further work and/or investigation, the Town Council will assign the project as appropriate.~~

~~D. At the same time, the Town Council may send to the Budget and Finance Committee to analyze the feasibility of funding, the Project's timeline, financial requirements, etc. and they will review the impact the Project will have on the Town's balance sheet both present and future. The results of this analysis will be presented to the Town Council.~~

~~E. The project will be added to the Long Term Plan of the Town. The status, timing, and costs will be tracked with all other Plan projects.~~

COMMITTEES

Budget and Finance (B&F)

Mission/Purpose:

The purpose of the B&F Committee is to provide assistance and guidance to the Town Council, Town Manager and Finance Director leading to the development, drafting and review of the Town's annual budget and the overall financial management processes. In addition, the B&F Committee provides the Town Council with assistance, guidance and recommendations, when requested, on financial issues and policies.

Scope of Work:

- ✓ Provide assistance and guidance, as needed, to the Town Manager and staff in the consideration and review of the Town's proposed annual budget.
- ✓ Provide assistance, review, guidance, and recommendations to Town Council, as needed, on drafts of the proposed Annual Budget.
- ✓ Annually review and make recommendations regarding Schedules of Fees and Fines.
- ✓ As requested by the Treasurer, Town Manager or Finance Director, make recommendations regarding possible budget adjustments.
- ✓ Conduct additional budget reviews, if needed and requested.
- ✓ Review the Town's annual financial statements and any external auditors' reports thereon.
- ✓ Make recommendations on the selection of external auditors, as requested by staff or Council.
- ✓ Make recommendations for fund reserve policies and propose allocations relative to the Town's needs.
- ✓ Make recommendations to the Council regarding long-term financial goals.

Charter and Code Committee (C&CC)

Mission/Purpose:

The purpose of the Charter and Code Committee (C&CC) is to provide assistance to the Town Council by reviewing drafts of proposed ordinances or amendments to the Charter and Code at the request of the Town Council and/or Town Manager. The Committee may also research possible Code revisions or the status of codes in other jurisdictions at the request of Town Council.

Scope of Work:

- ✓ Review sections of the Charter or Code which may need revision at the direction of the Town Council.
- ✓ Submit recommended changes of the Charter and Code to the Town Council for their review and action as appropriate.
- ✓ Review and comment on draft ordinances or other revisions as provided by Town Manager and/or Town Solicitor

Process:

- ✓ The SBCCC shall establish meeting dates as frequently as needed to accomplish the work of the committee. Meetings shall be announced in advance and open to the public. Minutes shall be maintained and reported to the Town Council at the monthly Town Council Meetings by the Town Council Committee member.
- ✓ All drafts should be reviewed and approved as to legal issues by Town Solicitor prior to presentation to Council.
- ✓ Residents and property owners may provide input and comments on Charter and Code changes via contact with Town Staff, elected officials and public comment at meetings. The SBCCC shall only respond to requests from and work at the direction of Town Council.

Community Relations Committee (CRC)

Mission/Purpose:

The purpose of the Community Relations Committee is to increase and enhance communication between the Town and property owners; to foster a sense of community and encourage residents' engagement and volunteerism; and to promote the stewardship of individual and Town-owned properties.

Scope of Work:

- ✓ Increase and enhance communication via newsletters, programs, and website improvements.
- ✓ Host special events and community building activities or programs.
- ✓ Create and lead beautification efforts on Town-owned property.
- ✓ Promote and encourage landscaping and maintenance of individual properties.
- ✓ Maintain existing community improvements and amenities (e.g., bike repair station, fitness area, libraries) and pursue opportunities for new initiatives.

Canal Water Quality Committee (CWQC)

Mission/Purpose:

To improve water quality and protect navigability within the South Bethany canal network. Research and recommend strategies to improve water quality and circulation, and navigability within the South Bethany canal network.

Scope of Work:

- ~~✓ Educate the community on canal water quality issues and provide them with strategies that can be used to help clean up the canals.~~
- ~~✓ Work with the Town, State, and Federal Government to eliminate pollutants entering our canals.~~
- ~~✓ Review and propose revisions, if necessary, to current Town Ordinances regarding issues surrounding pollutants entering our canals.~~
- ~~✓ Partner with other organizations working on clean water initiatives.~~
- ~~✓ The Committee shall periodically report on its activities to Council and shall not take formal action, such as entering into agreements or partnerships, or expending funds, except at the direction of Council.~~
- ✓ Educate the community on canal water quality issues and the impact of the canal network on the ecosystem of the inland bays.
- ✓ As directed by Council and/or Town staff, seek the input of appropriate governmental agencies and non-governmental organizations on potential strategies to reduce pollutants entering the canals and to improve water quality and circulation.
- ✓ Review and propose revisions to current Town ordinances that impact pollutants entering the canals.
- ✓ Oversee the ongoing water quality monitoring program.

Formatted: Font: (Default) +Body (Calibri)

Formatted: Left, Indent: Left: 0.5", Space After: 0 pt, No bullets or numbering

Formatted: Indent: Left: 0.5", No bullets or numbering

Resiliency Committee (RC)

Mission/Purpose:

The purpose of the Resiliency Committee is to assist the Town Council in evaluating risks to infrastructure and public and private property from the anticipated effects of environmental events, including coastal erosion, storms and flooding events, and sea level rise; and to aid in developing and implementing plans and projects to mitigate those risks.

Scope of Work:

- ✓ Review existing plans and studies for South Bethany and identify potential projects to enhance the Town's resiliency.
- ✓ Recommend priorities of resiliency projects, research potential project costs, and identify possible funding sources and/or grant opportunities.
- ✓ Recommend new ordinances or amendments to the Town code that will enhance resiliency.
- ✓ Develop and promote educational/informational resources related to the anticipated effects of sea level rise and the Town's vulnerabilities.
- ✓ Work with the Council and Town staff to develop a communication strategy and procedures to keep citizens informed about current and future resiliency planning projects.
- ✓ Regularly review information on sea level rise projections to continually evaluate potential risks to the Town.

Adopted by Council July 12, 2024