



General Policy and Procedures For Committees

Committees are what Council makes of them, and their creation and responsibilities are matters wholly within the Council's discretion. The Council determines whether to have committees, how many to have, how large each is to be, what their responsibilities are, and whether the Mayor or Council will appoint them.

- A. Any resident of Kure Beach is eligible to serve on appointed Committees. No person may be appointed, serve or in any way be associated with any committee, board or any other Town sponsored activity or organization if that person has unpaid financial obligations to the Town. Such obligations include past due taxes, water and sewer and related fees more than 60 days in arrears and any unpaid citations issued by any agency of the Town, unless such obligations are under contestation. This policy applies to appointments to ad hoc committees. A person becomes eligible to serve once the Town Finance officer or Town Clerk certify that all financial obligations to the Town of Kure Beach have been satisfied.
- B. Whenever any appointee shall incur three unexcused absences, said appointee's failure to attend shall be reported by the presiding officer of the respective board, committee, commission or authority. Such unexcused absences on the part of any appointee may, at the election of the Chairman of the Board, be deemed to constitute resignation on the part of the appointee, from such board, committee, commission or authority. Excused absences are defined as absences caused by events beyond one's control and are subject to approval by the board on which the appointee is serving.

Upon such resignation and acceptance, the committee may recommend a replacement from the applications of person who applied for the last vacancy on such board, committee, commission or authority.
Appointment to be by the Town Council.
- C. Appointees must uphold Town policies pertaining to the committee he/she serves.
- D. In the event an issue comes before a committee or authority and a member of that committee has a financial, personal, or employment related interest in the outcome of the issue, that member should notify his fellow members that he/she has a potential conflict of interest and request that he/she be excused from voting.

E. Mayor and each Commissioner will have available to him or her a list of all Town appointments with following data provided:

- 1) Name of Committee
- 2) Brief function of each committee
- 3) Motion or statute creating commission
- 4) Number of members and terms of office
- 5) Current members, addresses, phone numbers, terms of office numbers of terms served and expiration dates.
- 6) Regular meeting day, time and location.

F. All applications received shall be retained for at least one (1) year.

G. All committees are ad-hoc and serve at the pleasure of Council.

H. Committees

1. Elect chairperson and secretary for a term of one year
2. Members should be appointed for specific term. The terms should overlap so that no more than 1/3 of committee is replaced at anytime. Maximum term should be three years.
3. Committee members should be eligible for reappointment, but the position opening should be advertised so that all citizens are aware and can make application.
4. Committees should be appointed for a specific purpose or to complete a specific task or project, and committee should not deal with matters outside of that specific charge.
5. Committee conducts regularly scheduled meetings, open to the public, with meeting recorded and notes taken and report submitted to the Town Council at the next Council meeting.
6. Committee reports monthly at Council meeting.
7. Request for funds shall be submitted to Council for action at budget time.