

CITY OF GRAND FORKS

POLICY TITLE: Committee Protocol

POLICY NO: 307

EFFECTIVE DATE: Sept 8th, 2009

SUPERSEDES:

APPROVAL: Council

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POLICY:

Council and Mayor may create agencies, boards, commissions and committees (ABCC) which in the opinion of Council and the Mayor may assist the peace, order and good government of the City.

PURPOSE:

Creation of ABCC is to provide input and consultations on issues of direct relevance to the good governance of the Community.

PROCEDURE:

1. All boards, committees and commissions are considered to be advisory to Council unless otherwise stated in the Bylaw or resolution governing the board, committee or commission.
2. Unless specifically granted the power to do so, no board, committee or commission of Council has the power to pledge the credit of the Municipality or commit the Municipality to any particular action.
3. The minutes of all standing committees are to be recorded by the senior staff member present (or his/her designate) and shall be forwarded to the Clerk to be considered at the next Council meeting for action or information. The Chairman of the committee shall be given the first opportunity to speak to the items covered by the minutes.
4. The boards, commissions and ad hoc committees shall appoint their own volunteer secretary.
5. Minutes of all board, commission or ad hoc committee meetings shall be forwarded through the Clerk to Council to be considered at the next Council meeting.
6. The chairman of any board, commission or ad hoc committee may present the minutes or may request the Council member appointed to that body to present the minutes.
7. Council members should not be expected to make motions at advisory board, commission or ad hoc committee meetings where the majority of such bodies are public members. Council members should, however, always be free to vote and voice their opinion on such issues.

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8. It is expected that the Councillors appointed to a committee/board/commission shall ensure that the minutes and agenda of each meeting are forwarded to all members of the committee/board/commission. Any Councillor unable to attend a scheduled meeting of a committee/board/commission to which he/she is appointed shall contact his/her alternate and, in the absence of the alternate, shall contact either the Mayor or Clerk to request assistance in designating an alternate member.
9. No member of Council shall give specific direction to any staff member at any committee/board/commission meeting. The responsibility for giving specific direction to staff shall reside with the full Council at a duly assembled meeting unless otherwise delegated to the senior staff member(s).
10. Committee/board/commission meetings shall be recorded in sufficient detail (including a listing of alternatives considered and costs for any action item) to enable Council members to be reasonably conversant with the action required.
11. All action items included in board/commission/committee meetings shall be referred to the City Manager for review prior to consideration by Council.
12. Council may appoint special ad hoc committees from time to time to undertake the review of a special issue or short term project. All ad hoc committees of Council will not be established unless they are governed by clear terms of reference and a sunset clause (indicating when the committee will cease to exist).
13. Before a request for the structuring of Committee/board/commission is undertaken, Council must ensure that there is a Staff Report provided on the implications of such a Committee. The Staff Report must indicate, membership in the committee, appointment methods, staff commitment, financial resources, legislative and "political" authorities.
14. All appointed members must be advised that Council may not proceed with any recommendations. All appointed members must undergo orientation given by the City Manager. Such orientation shall include municipal legislative authorities, city organization structure, governance model, conflict of interest (pecuniary interest and bias) Council Procedure Bylaws and record keeping.
15. Any Committee/board/commission that may be structured by the Mayor under the legislative authority exclusively granted to the Mayor that may not require Council's consent and considering the Mayor's leadership role within the Council the Mayor should consult with all members of Council and Council as a whole should approve appointments by a majority vote.
16. On an annual basis, membership and Councillors appointed to Committee/board/commission should be reviewed and when necessary rotated. All appointees must be advised of this prior to any appointment made effective. No member of Council shall solicit appointment of members unless it has been publicly advertised in the City's Newsletter and a written invitation has been sent either under the signature of the Mayor or City Staff.

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17. A member of Council considering recommending to the Mayor or to Council the formation and structuring of Committee/board/commission, must give sufficient details including purpose and time frame in a "Notice of Motion". Council must not approve Committee/board/commission unless a Staff Report has accompanied the "Notice of Motion".
18. Prior to the creation of Committees, Council and the Mayor must give public notice in a Council Meeting.