



Ordinance: Manager Oversight of Certain Committees Ordinance	Effective Date: 01/01/2010
Ordinance Number: O-2009-013	Revision Effective Date:
Responsible Party: Town Manager	Revision Page Number:



ORDINANCE
STIPULATING MANAGER OVERSIGHT OF CERTAIN
TOWN OF SUMMERFIELD COMMITTEES

Adopted
December 8, 2009
Effective January 1, 2010

ORDINANCE

AN ORDINANCE STIPULATING MANAGER OVERSIGHT OF CERTAIN TOWN COMMITTEES

WHEREAS, this Ordinance enacted on the 8th day of December, 2009, is rendered in effect via vote of the Council; and hereby places authority over all Committees, with the exception of the Zoning Board and Board of Adjustment, within the Town of Summerfield with the Town Manager, as described further herein; and.

WHEREAS, pursuant to this Ordinance, the Town Manager shall have the following duties and responsibilities over all Committees, as described hereinabove:

- a. The Manager shall receive a report¹ on a regular basis, not to exceed once per month, on all activities of each Committee. The Manager shall receive these reports from the Committee Chair, unless the Committee Chair is unavailable (due to vacation, illness, etc.); in which case, the Manager shall receive such report from the Committee Chair's designee. Failure of a Committee Chair to abide by this Ordinance without just cause, as determined by the Manager, is grounds for immediate removal;
- b. The Manager shall bring forth all applications, in a timely manner, and may recommend to the Council the appointment or removal of a Committee Member. Removal shall be recommended for items as outlined in the General Rules of Procedure for Summerfield Committees Ordinance (O-2008-002);
- c. The Manager may recommend to the Council that a Committee be disbanded in its entirety if, in the Manager's opinion, said Committee has completed its' mission or is no longer needed by the Town;
- d. The Manager may delegate the authority to retain direct contact with a Committee Chair to a designee of his choice, provided that such designee is a paid employee or independent contractor of the Town of Summerfield;
- e. In the event the Manager delegates the authority described herein to a designee, he shall do so in writing, by Memorandum, copying all Council Members as well as the designee. The Manager may rescind this delegation of authority at his discretion;

¹ What constitutes a report is at the discretion of the Manager and does not preclude other interactions between the Chairs and the Manager

f. Within sixty (60) days of this Ordinance going into effect, the Manager shall meet with each Committee Chair and instruct him/her as to procedures for the conduct of the Committee's meetings. Such procedures shall be based in part on those recommended by the North Carolina School of Government publication entitled "Suggested Rules of Procedure for Small Local Government Boards" 1998.

Adopted this is the 8th day of December, 2009.

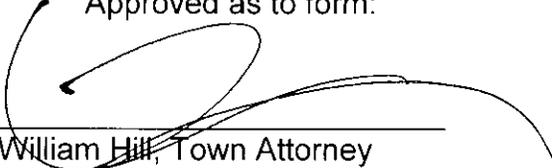


Mayor

Attest:



Valarie Halvorsen, Town Clerk

Approved as to form:


William Hill, Town Attorney