TOWN OF Summerfield

TOWN ORDINANCE

ORDINANCE NAME: **CONSOLIDATED COMMITTEE ORDINANCE**
ORDINANCE #: ORD-2015-002

ORIGINAL ADOPTION DATE: 10-13-15 REVISION DATE(S): 2-9-16
ORIGINAL EFFECTIVE DATE: 10-13-15 REVISED PAGE(S): 1–6, 8, 9

---

**A. Purpose**: The Town of Summerfield utilizes active and informed citizen volunteers per the Summerfield Comprehensive Plan's Policy 12.1, which reads: "the Town should continue to employ a multiple committee structure to advise the Town Council and to constructively engage citizen volunteers in the governance of their community." This ordinance exists to provide guidance, leadership, and standard operating policies and procedures to the Council-appointed volunteer committees named within it. *(This ordinance does not pertain to Summerfield's Zoning Board and Board of Adjustment, which have their own statutory rules and regulations contained in North Carolina statutes and/or the Summerfield Development Ordinance.)*

**B. Purposes of Individual Committees**

1. **Finance Committee**: Advises and supports Council's efforts to preserve fiscal resources; advises during budget development; upholds the town's Cash Management and Investment Policy.
2. **Founders' Day Committee**: Advises to produce an annual public event celebrating the original founders of the community of Bruce's Crossroads, which later became the community of Summerfield, as well as celebrating the residents who worked diligently to incorporate the community in 1996.
3. **Historical Committee**: Advises regarding the town's heritage and promotes the preservation and restoration of historically-relevant buildings, properties, and other significant resources per Policy Area 11: Historic Preservation of the Comprehensive Plan; oversees Town Hall's museum.
4. **Public Safety Committee**: Advises regarding public safety issues that affect residents' ability to live, work, and play safely within the community; collaborates with public safety-related agencies and community groups to ensure the town is aware of public safety concerns.
5. **Trails and Open Space Committee**: Advises regarding greenways, trails, open space, and improving connectivity among neighborhoods and amenities; addresses related policy areas within the Comprehensive Plan.

**C. Member Appointment and Terms**: The ordinance intent is to engage a wide variety of citizen participation in local government by appointing members who represent community diversity. Committee membership is specifically reserved to current Summerfield residents (see "Definitions"), except as delineated below or by specific ordinance or policy. The town does not

discriminate on the basis of gender, age, ethnic, or socio-economic background. The following rules apply:

1. Appointments and re-appointments to all committees shall be made on the basis of the fiscal year, except those appointments made to fill vacancy. New applications to serve on any committee must be received by May 15 each year for appointments beginning July 1. Existing members who are qualified to serve another term but no longer wish to do so must notify the town by May 15 each year.
2. Applications for committee membership shall be forwarded by the Town Clerk or Town Manager to a Town Council subcommittee consisting of the Mayor Pro-Tem and a designated Council member. The subcommittee shall evaluate and/or interview each applicant in a timely manner and make an appointment recommendation to Council. Committee members serve solely at the pleasure of Council and it shall make all appointments.
3. Each member may serve concurrently up to three, two-year terms (six years total). If a member currently in service prior to ordinance adoption would exceed six years total to fulfill the remaining term, the years of service will be extended (beyond six) in order to honor the prior term commitment.
4. If a member is newly-appointed to fill a position vacancy, that person may serve for the remaining period of the vacated seat plus the regular terms (up to three additional two-year terms).
5. A member who has rotated off of a committee may return after a period of two years.
6. If no citizen has been approved by Council to fill an available seat, an existing member may continue to serve until the next fiscal year (until the following July 1). If no new applicant is approved for that upcoming July 1 opening, then that existing committee member, regardless of the term limit status, may continue to serve until the next fiscal year (until the following July 1).
7. A member serving on multiple committees cannot hold the position of Chair of more than one committee simultaneously.
8. A Council member may only serve in an ex-officio (see "Definitions") capacity unless a specific committee structure allows it (e.g., the position of Mayor is a full voting member of the Finance Committee).
9. An immediate family member (see "Definitions") of a Council member may only serve as an ex-officio member; other relatives are not affected.
10. A non-resident of the town may only be appointed in limited instances as an ex-officio member when the Council presumes the service to be especially beneficial for the committee or town. At the Council's pleasure, the ex-officio member could have either limited-term membership or the same terms available to resident members (up to three, two-year terms).
11. When a committee has completed its mission or is no longer functioning productively, the Town Manager may recommend to the Council that a committee be disbanded in its entirety after reasonable notification to the full committee.

D. Membership Composition

1. **Finance Committee**: Membership shall include eight members comprised of the following: Town Manager, Finance Officer, Mayor, and five residents. Ex-officio membership will not be granted.
2. **Founders' Day Committee**: Membership shall include nine to eleven members comprised of the following: Town Manager, a Town Manager designee, Finance Officer, Mayor, and five to seven residents. Ex-officio membership may be granted to a designated representative of any stakeholder group approved by Council, but does not count toward the eleven-voting-member maximum.
3. **Historical Committee**: Membership shall include seven to nine residents. Ex-officio membership may be granted to a designated representative of any stakeholder group approved by Council, but does not count toward the nine-voting-member maximum.
4. **Public Safety Committee**: Membership shall include seven residents and three emergency service members appointed by their agency – one each designated from Guilford County Emergency Medical Services (EMS), Guilford County Sheriff's Office, and Summerfield Fire District. An emergency service member is a regular, voting member if a Summerfield resident (see "Definitions"), but does not count toward the seven-resident maximum. Non-residents are ex-officio and any emergency service member has the right to appoint a non-voting designee to attend meetings in his absence.
5. **Trails and Open Space Committee:** Membership shall include seven to nine residents and three ex-officio members – the Town Manager, a designated Guilford County Parks representative, and a designated Greensboro Urban Area Metropolitan Planning Organization (GUAMPO) representative. Other ex-officio membership may be granted to a designated representative of any stakeholder group approved by Council, but does not count toward the nine-voting-member maximum.

E. Membership Qualifications

1. **Finance Committee**: Knowledge of and interest in investments, finance, management, or accounting; professional experience in one or more of these subject areas; understanding of the Cash Management and Investment Policy and annual fiscal budget.
2. **Founders' Day Committee:** Knowledge of and interest in event planning, parade planning, entertainment, food vending, fundraising, or other similar knowledge; professional experience in one or more of these subject areas.
3. **Historical Committee:** Knowledge of and interest in history, heritage, culture, architecture, or historic preservation; professional experience in one or more of these subject areas.
4. **Public Safety Committee:** Knowledge of and interest in safety, emergency preparedness, public health, environmental health, or related subject area; professional experience in one or more of these subject areas.

5. **Trails and Open Space Committee:** Knowledge of and interest in greenways, trails, community connectivity, community recreation, environmental-related engineering, and open space; professional experience in one or more of these subject areas.

F. **Member Compensation**: Committee members will not be compensated for their volunteer time while serving on a committee. Reimbursement for expenses directly attributed to activities of the committee, such as travel, attendance at out-of-town meetings and conferences, and purchases made as part of an ongoing project or event are allowed following Town Manager approval and the established reimbursement procedures for the town.

G. **Committee Duties and Responsibilities**

1. **Finance Committee**: Advise on the establishment and maintenance of internal controls for financial related activities; advise as to controls for the protection of town assets; establish approval criteria based on the mission and goals of the Council for use in the review of expenditure requests; provide unbiased review and recommendations to Council for the expenditure of funds as requested by committees and Community-Based Organizations (CBOs); examine the long-range financial impact of expenditure requests; support in the creation and review of the town budget and make comments and recommendations with respect thereto; maintain fiscal responsibility in all actions; serve as advocates to the community and to the Council in promoting fiscal responsibility; function as liaisons between other town committees and the Council in the provision of financial support services; provide a collaborative effort in the accomplishment of town goals; lend areas of expertise, provide advice, and make recommendations as appropriate to other committees, staff, and Council.

2. **Founders' Day Committee**: Develop a program to honor the founding of Summerfield through an annual public event and/or parade; serve as advocates to the community and to the Council in promoting Summerfield; supervise activities of the event to ensure attendees' public safety; seek fundraising opportunities to defer or defray event costs; encourage the public to attend and participate in Founders' Day through advertising, promotions, and volunteer opportunities; maintain fiscal responsibility in all actions; provide a collaborative effort in the accomplishment of town goals.

3. **Historical Committee:** Research places of historic or archaeological value and encourage historic preservation; identify and recommend historic landmarks to Council; protect historical buildings and assets from neglect, deterioration from the elements and development; protect and build onto the Summerfield National Historic District to share with others and future generations; collaborate with other organizations to help achieve the overall purpose of the committee; submit an annual committee budget; provide educational opportunities to share Summerfield history and heritage.

4. **Public Safety Committee:** Review and investigate citizen concerns regarding safety issues and make recommendations to the Council and Town Manager; maintain the town emergency generator; maintain emergency supplies and equipment; work with the American Red Cross to ensure training and proper staffing of two emergency shelters; in conjunction with the Town Manager, provide or coordinate emergency preparedness activities as necessary; assist and support committees as requested; provide advice and expertise to support town safety

goals and objectives; support administration by providing contractor/vendor cost estimates for public safety-related purchases; submit an annual committee budget; perform other tasks and duties as assigned by Council or Town Manager.

5. **Trails and Open Space Committee**: Advise on establishing and maintaining trails and open space within authorized budgetary levels; recommend to the Council land and designated areas to be set apart for use for trails and open space; advise the Council as to controls for and operation of trails and open space which are owned or controlled by the town; recommend to the Council regulatory control, rules, and measures for use of town-owned or town-controlled trails and open space; submit an annual committee budget; advise on the development of cooperative arrangements with other organizations and groups when it will further town objectives related to trails and open space; report to the Town Manager and Council the community's needs and desires with respect to trails and open space; make recommendations with respect to encouraging proper and safe uses of trails and increased public participation; maintain records and prepare reports of activities and expenditures as requested by the Town Manager and Council; serve as advocates to the community and to the Council in promoting trails and open space as it seeks to enhance the quality of life for Summerfield citizens.
6. **Annual Report**: All committees shall prepare a basic annual report detailing accomplishments in meeting goals and objectives during the preceding calendar year. The report is due to the Town Clerk January 15 and will be distributed to Town Council.

**H. Organization, Rules, Records, and Meetings**

1. **Organizational Meeting**: A committee organizational meeting shall be held annually at the first available committee meeting after July 1 to elect officers. Each officer is elected to serve a one-year term and there is no limit as to how long an officer can hold a position (within term limits), provided that an election is held each fiscal year. In the event that an officer can no longer serve, the committee shall elect an interim officer to fill the position until the next organizational meeting.
2. **Officers**: Each committee shall have the following organizational structure: Chair, Vice-chair, Secretary, and Treasurer. One person may hold two positions with the exception that one person cannot hold both Chair and Vice-Chair. An ex-officio member cannot serve as an officer. Each position is described as follows:
   a) **Chair**: Responsible for setting committee agenda and organizing and running committee meetings and activities. The Chair shall provide an oral or written report to Council at each regular Council meeting.
   b) **Vice-chair**: Responsible for fulfilling the duties of the Chair if the Chair is unable or unavailable to fulfill the role.
   c) **Secretary**: Responsible for taking required minutes of all meetings per the town's committee minutes policy. Minutes shall follow the adopted minutes format and be on town letterhead. If the Secretary is not available for a meeting, then it is the Chair's responsibility to delegate the role to ensure required minutes are completed.

d) **Treasurer**: Responsible for acting as a liaison to the Finance Officer and/or Finance Committee for the purpose of ensuring that expenditures of the committee fall within budgeted amounts and procedures as established by the town.

3. **Minutes**: Minutes shall be taken in accordance with POL-2008-003: Committee Meeting Minutes Policy.

4. **Meeting Notice**: Each committee shall establish a monthly meeting date, time, and location each July for the upcoming year and make every effort to not deviate from the schedule. Additional meetings or changes to meeting dates shall be made at least two weeks in advance. Special meetings shall be utilized as little as possible and must be called at least three business days in advance, except in extraordinary circumstances. Notice of any meeting shall be forwarded to the Town Clerk and Town Manager as soon as possible after the meeting is called. The Town Clerk will post the meeting notice at Town Hall and on the website, will inform Council of the meeting, and will provide notice to the local news media as requested.

5. **Meeting Conduct:** Each committee shall make every effort to conduct its business in a professional and timely manner ensuring that citizens have permitted time for public comments, that all representatives have the opportunity to contribute, and that all sides of an issue are investigated to the best of the committee's ability. Parliamentary procedure shall follow the *Suggested Rules of Procedure for Small Local Government Boards* (second edition) publication produced by the UNC School of Government's Institute of Government. Regular meetings shall have a citizen comment period near the beginning of the meeting to allow each speaker three minutes and the public comment period shall not exceed 20 minutes. At the Chair's discretion, the time per speaker can be extended, provided that at least three minutes are allowed.

6. **Quorum:** Every effort will be made by members to attend all committee meetings. Tele-conferencing is allowed as long as the member not in attendance can hear and participate effectively. The minutes should reflect any teleconferencing participation.

   If a committee member misses more than 25% of the regular meetings within any twelve-month period, the Chair will inform the Town Manager with a recommendation for either removal or continuance on the committee. Any request for removal must be in writing and cite dates missed along with any special circumstances pertaining to absences. The circumstances of each individual will be taken into account before a recommendation to remove is forwarded to Council.

   A quorum shall be determined by dividing the total number of voting members minus any vacant positions in half (rounding down), then adding one. *Example #1:* a 12-member committee with no vacant seats = (12/2) +1 = 6+1 = 7, so 7 members are required for a quorum. *Example #2:* a 12-member committee with 1 vacant seat = (12-1)/2 +1 = 5 + 1 = 6, so 6 members are required for a quorum.

7. **Sub-Committees:** A committee has the authority to establish a sub-committee of the membership to further the goals and mission of the committee Any sub-committee created must report to the committee at regular meetings. Sub-committees must follow all rules of the full committee such as quorum, notice, minutes, etc.

I. **Receipts and Expenditures of Funds:** Town policy allows a committee the required resources and authority to expend funds budgeted through the annual budget authorization process within the following parameters:

1. A committee can expend budgeted funds with approval of either the Town Manager or Finance Officer. Requests shall be made in accordance with the Town of Summerfield Purchasing Policy and Procedures Manual.
2. If a committee makes a request for unbudgeted funds, it will be reviewed by the Town Manager and Finance Officer to determine if a budget amendment will either be implemented internally (via a Finance Officer budget amendment that would be reported to Council) or will be requested by Council (via a Council budget amendment).

J. **Agency Funds:** The town recognizes that citizens, non-profits, and businesses may offer donations to the committees to further the committee's goals and mission. Committees are authorized to accept donations, grants, and other funds from outside sources with the requirement that all requests for donations be approved by the Town Manager, Finance Officer, and Town Attorney to confirm that required state and federal law is being followed.

The following donation procedures shall be followed by all town committees:

1. `Any formal fundraising activities shall be approved by Council before activity begins.
2. Donations that are not designated for a specific request shall be used to assist with funding the committee.
3. Donations designated for specific items or programs shall be reserved in a restricted internal account expressly established to hold these funds.
4. Any expenditure of funds from reserved accounts shall be approved by the Council through the regular budget approval process or budget amendment process. Requests for funding shall expressly state if donated funds are to be allocated for the project or program.

K. **Ethics and Conflicts of Interest:** Each committee member is expected to act in a manner to maintain their integrity and independence, yet be responsive to the interests and needs of the town, Council, and staff.

1. Committee members shall understand the committee's role as an advisory one and respect the decisions made by the Council and staff.
2. Committee members have legitimate interests (economic, professional, and vocational) of a private nature. Committee members shall not be denied, nor should they deny to other committee members or citizens the opportunity to acquire, retain, and pursue private interests, economic or otherwise, except when conflicts with their responsibility to the public cannot be avoided. Committee members must exercise their best judgment to determine when this is the case.
3. Committee members will understand that the actions of their committee may interfere with, or be counter to, the actions of another committee of the Town. When this occurs, it is incumbent upon committee members to properly discuss the issues arising from such

conflict and be willing to accept the decisions made by other committees, staff, and Council as acting in the best interest of the citizens of Summerfield.

4. Committee members should conserve town resources in their charge and employ town equipment, property, funds, and personnel only in legally-permissible pursuits and in a manner that exemplifies excellent stewardship.
5. Committee members have a fiduciary duty (see "Definitions") to the town and committee, not their own or other private interests. Any possible fiduciary conflicts shall be disclosed to the committee, Town Manager, and Council.
6. At the Council's discretion, a background check may be performed on any committee applicant.

L. **Complaints Against Committee Members:** Committee members hold a position of trust and responsibility within the community. Complaints made regarding their actions or behavior must be made in writing with as much detail as possible about the circumstances of the complaint. Complaints will be reviewed by the Town Manager and reported to Council for further action.

M. **Grounds for Removal of a Committee Member:** Committee members serve solely at the pleasure of Town Council and it reserves the right to remove any member from any committee at any time for any reason. The Town Manager may recommend removal of a member for Council's consideration. Examples that could lead to removal include, but are not limited to, the following:

1. Excessive absences from regular committee meetings.
2. Verbally or physically abusive behavior toward the public, members, staff, or Council.
3. Inability to work for the common good of the committee and town.
4. Violations of the "Ethics and Conflicts of Interest" section of this ordinance.
5. Violations of any other section of this Consolidated Committee Ordinance or other town ordinances, policies, or procedures.
6. Past or present criminal charges, judgments, or professional misconduct actions.

N. **Definitions**: For purposes of this ordinance, the following definitions apply:

1. *Resident:* a Town of Summerfield citizen who resides inside the corporate town limits.
2. *Ex-officio:* either a resident or non-resident appointed to a serve and offer input to the committee who doesn't have the full rights and privileges to vote on committee matters.
3. *Immediate family member:* a spouse, parent, child, brother, or sister, including step, half, and in-law relationships.
4. *Fiduciary duty:* a legal relationship between two or more parties that is highlighted by good faith, loyalty, trust, and a duty not to profit from their fiduciary position without express knowledge and consent; a fiduciary cannot act with a conflict of interest.

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council of Summerfield adopts this ordinance to provide guidance, leadership, and standard operating policies and procedures to the Council-appointed volunteer committees named within it.

Adopted this 9th day of February, 2016.

*Attest:*

Mark E Brown

*Mayor Mark Brown*

Valarie Halvorsen

*Town Clerk Valarie Halvorsen*

*Town Attorney William Hill*