

TOWN OF APPOMATTOX

TOWN COUNCIL STANDING COMMITTEE RULES AND PROCEDURAL GUIDELINES

STANDING COUNCIL COMMITTEES

1. There shall be two (2) Standing Committees of the Appomattox Town Council with membership made up as follows:
 - a. Finance & Planning Committee – Three (3) members from the Town Council as appointed by the Mayor of the Town of Appomattox.
 - b. Physical Development Committee – Three (3) members of the Town Council as appointed by the Mayor of the Town of Appomattox
 - c. The Mayor shall serve as a member of each Standing Committee, however the Mayor shall not have voting privileges regarding any matter that may come before the Standing Committee.
 - d. The Standing Committee Chairperson shall be appointed by the Mayor and shall serve a term of one (1) year beginning July 1 and ending June 30 coinciding with the Town's fiscal calendar. Should the chairperson-elect not wish to serve as the chair person then the next person alphabetically would be offered the position and so forth.
 - e. The Standing Committee membership may be rotated at the discretion of the Mayor. The chairperson shall be rotated among the Standing Committee membership in alphabetical order based on their last name.
2. The scope of the Finance & Planning Committee shall be to review and provide recommendations to the Town Council regarding personnel matters & policy, financial matters such as appropriations, budget amendments, funding allocations, financial policy, establishment of utility & service rates, contracts related to financial obligations, funding capabilities, financial planning matters, and economic development as it relates to financial incentives. All change in and or deviations from Town Council approved policy shall be brought back to the full Town Council membership for consideration.
3. The scope of the Physical Development Committee shall be to review and provide recommendations to the Town Council for construction, maintenance, or demolition regarding infrastructure whether public or private such as public water & sewer, community development, transportation (vehicular, pedestrian, etc.), public buildings, traffic control, zoning, blighted, nuisance, or damaged properties, public safety, and economic development as it relates to infrastructure support. All change in and or deviations from Town Council approved policy shall be brought back to the full Town Council membership for consideration.

4. The Standing Committees shall meet on an as needed basis on the second Monday of the month unless a duly advertised special meeting is needed.
5. Matters brought to the Standing Committees shall be reviewed and then forwarded to the entire Town Council for consideration with a recommendation, based on the majority vote of the Standing Committee, to either approve or deny the matter under consideration.
6. If in attendance, council members outside of the respective Standing Committee membership shall not interject their commentary into deliberation/discussion of any matter under consideration by the respective Standing Committee until the matter is brought before the full council. Once the Standing Committee presents its findings and recommendation the matter then rests with the Town Council for approval or disapproval.
7. Matters brought from the standing committees to the Town Council and their respective recommendations shall be presented by the Chairman of the Standing Committee with comment and clarification from the respective committee members.
8. These Standing Committee Rules and Procedural Guidelines may be amended as needed by a majority vote of the Appomattox Town Council.

Revised 11/12/2024

Cynthia Miller

Attest: Cynthia Miller, Deputy Town Clerk