

ARTICLE IV. - BOARDS, COMMISSIONS AND AGENCIES

DIVISION 1. - GENERALLY

Secs. 2-114—2-139. - Reserved.

DIVISION 2. CITIZEN ADVISORY COMMITTEES (CAC)

Sec. 2-140 Development of Citizen Advisory Committees. Town Council may develop a citizen advisory committee to:

1. Tap into the expertise of citizens,
2. Engaging citizens as our partners,
3. Gathering information for governing decision making,
4. Enhancing transparency,
5. Improving communication with elected officials and the public, and
6. Expanding knowledge on how local government works.

Sec. 2-141 Types of Citizen Advisory Committees

1. Ad hoc Committees. Town Council may create ad hoc committees to accomplish specific tasks, often on a short-term basis not easily provided for elsewhere in the committee system. Each ad hoc committee has a particular goal to achieve or product to provide. When its task is complete the committee is disbanded.
2. Standing Committee. Town Council may create standing committees when there is an ongoing mission/vision that needs continued oversight to ensure the continued success of the Town Council's goal.

Sec. 2-142 Forming, Modifying and Dissolving Citizen Advisory Committees:

1. All CAC's shall be formed and dissolved by majority vote of Town Council. The Town Council shall consider the following when forming, modifying, or dissolving any CAC:
 - A. Was this CAC developed solely by the Town and not required by state or federal law?
 - B. What is the mission, vision, and goals? Have or could these be resolved by staff or reallocated to another responsible party?
 - C. How many members should be on the CAC?
 - D. Will there be a staff liaison and/or Town Council liaison?
 - E. Will the CAC be ad hoc or standing?
2. TERMS:
 - A. No person may serve in more than two appointed positions of Carolina Beach government, unless exempted by Town Council due to the nature of the position he or she may hold.
 - B. Members whose terms are set to expire shall notify the Town Clerk of their interest in reappointment a minimum of sixty (60) days prior to the end of the term.
 - C. Terms shall be staggered and shall be designed around the fiscal year.
3. Filling positions on a CAC.
 - A. The Town Clerk shall advertise the position on the Town's website.
 - B. All applications shall be returned to the Clerk of the Town Council.
 - C. All received applications shall be retained for twelve (12) months.
 - D. Each CAC shall have leadership positions that are voted on by the CAC (i.e. chairman, vice chairman, secretary).

Sec. 2-143 CAC Procedures

1. The CAC shall submit all recommendations to the Town Council for their consideration prior to taking any action.
2. Should any concern remain unresolved after a response has been received from the CAC, the Town Council may request that the matter be referred to the Town Manager.
3. All CAC's shall be subject to policies as adopted by Town Council.

Sec 2-144 Limitation of Power

- A. Neither the CAC, nor members thereof, shall:
 1. Incur Town expense or obligate the Town in any manner.
 2. Release any written or oral report of any CAC activity to any individual or body other than to the Town Council or office of the Town Manager.
 3. Independently investigate citizen complaints against the Town Council or employees of the Town.
 4. Conduct any activity that might constitute or be construed as establishment of an official government review of a department or employee actions.
 5. Conduct any activity that might constitute or be construed as establishment of department policy.
 6. Violate the confidentiality of any information related to matters involving pending or forthcoming civil or criminal litigation.
- B. Matters pertaining to discipline shall not be discussed or considered by the CAC. The activities of the CAC shall be conducted in accordance with federal, state, and local laws.
- C. Approval of plans, reports, policies, and/or ordinances shall be reviewed by the following prior to presentation to Town Council:
 - a. Technical Review Committee
 - b. Any other state or local mandated process for adoption (i.e. zoning changes would be required to go through the Planning and Zoning Commission)
 - c. Town's legal counsel