

Section 2.40.150 – Committees.

The following definitions apply to this chapter unless the plain meaning requires otherwise.

Advisory committee: A special or standing committee authorized by the city council to research and provide recommendations on topics of concern to the community. It may be either a standing or special committee.

Committee: A committee created by the city council to assist in the work of the city.

Liaison: A staff member who serves in a support role to a committee to advise it on city policies and compliance with the Open Meetings Act, and to assist with obtaining resources. The presence of a liaison shall be specified in the resolution.

Operational committee: A special or standing committee that is delegated authority to conduct a city function where the function is unstaffed.

Quorum: A majority of the appointed members and is the minimum number of members of a committee that must be present at any meeting to conduct business.

Standing committee: A committee that operates on an ongoing basis to address subjects of continuing concern to the council or community.

Special committee: A committee established for a specified term to accomplish a specific task or project.

Study session: An informal session with fewer than a quorum of committee members to work on a single focused task at the request of the mayor, council, or committee chair. No decision or formal action shall be taken.

Task force: A working group that may address emergency management-related matters, and may include members of other governmental entities.

Work session: An informal meeting at which no action is taken. Work sessions shall be open to the public.

(a) Creation of Committees.

Committees shall be created and dissolved by resolution for the purpose of making recommendations to the council regarding specified issues or managing a delegated set of tasks defined in the resolution. Committees may consist of citizens, council members and citizens, or council members only. Committees may be advisory or operational and may be established as either a standing or a special committee, as specified in the resolution.

(b) Membership.

- (1) Each committee member shall be an Alaska resident and a voter of Gustavus who maintains a Gustavus domicile.
- (2) Nominations for committee appointments shall be made by the mayor, and be subject to ratification or amendment by motion by the city council. The committee chair may be appointed by the mayor or by the committee, according to the terms of the establishing resolution.
- (3) There shall be not more than two (2) city council members appointed to each advisory committee; however, additional council members may attend and participate in the same capacity as any member of the public. If no council member is serving on the committee, a staff liaison may provide assistance in complying with statutes, regulations, ordinances, and policies and procedures.

- (4) All committee members under this chapter shall take an oath of office upon their appointment and prior to participation in committee activity.

(c) Duties and Responsibilities.

- (1) Committees shall comply with the Open Meetings Act.
- (2) Public notice of a committee meeting and its agenda shall be made available in the office of the city clerk and at least two other public locations in the City of Gustavus no less than five days prior to the meeting. Meeting minutes and relevant documents will be publicly available and archived to the city website by the city clerk.
- (3) A quorum is needed for the transaction of business. In the absence of a quorum, the attending members may engage in a work session at which no decisions or formal action is taken.
- (4) Study sessions. Two committee members may participate in an informal study session to work on a specific task during which no decision or formal action shall be taken. Any draft document or recommendation arising from a study session shall be presented to a regularly-scheduled meeting of the committee.
- (5) Committees shall report to the council at least quarterly.

(d) Standing Advisory Committees.

A standing advisory committee shall research, investigate, and propose alternatives and methods to address issues, questions and problems within its area of responsibility and to formulate recommendations to the council. Standing advisory committees may be retained from one mayoral term to the next, although membership may change with the election cycle.

(e) Special Advisory Committees.

A special advisory committee shall conduct research on an immediate or discrete issue of concern and formulate recommendations to the council regarding proposed action. A special advisory committee shall be dissolved upon completion of its assigned tasks. Termination may be specified in the resolution.

(f) Operational Committees.

An operational committee shall perform duties and functions that are not within the position description of a staff employee, or for which an employee is not available. Committee authority to act shall be described in the establishing resolution and the duties and responsibilities of the committee shall be delegated and monitored by the Mayor or designee.