

ARTICLE VIII. APPOINTED BOARDS, TASK FORCES, AND AUTHORITIES

Sec. 3-60. General.

The Board of Commissioners may appoint volunteer boards to conduct portions of public business or to advise the board on items within their authority. An appointed board is expected to continue as described in this section unless eliminated by a majority vote of the Board of Commissioners. Appointed boards shall have a town staff support person who shall help organize the meeting schedule, maintain member lists, update public information regarding the board, prepare agendas and minutes, assist with advertising open positions and other duties to ensure proper function and that board actions are carried forth.

The tourism board and the tourism development authority were created through local bills approved by the state legislature concurrent to enacting the prepared food and beverage tax and occupancy tax, respectively. If language or requirements in this section differ from the specific language in the local law, the local law will control.

The Board of Commissioners may also appoint task forces or study commissions to address short term or topic specific research. Such groups shall be established by resolution with a specific charge and an anticipated sunset date. The sunset date for any short-term committee may be extended by the board. The board may establish new appointed boards to continue the work of short-term committees upon a majority vote. This code must be amended to reflect any new committee without a sunset date.

(Ord. No. 20230109-7.A, § 3, 1-9-2023)

Sec. 3-61. Recruitment and appointment.

The designated staff support person for any town appointed board will be responsible for overseeing recruitment, appointment, and orientation of the members of the board they support.

Recruitment may be done through website advertising and notices, public advertising, membership committees or active boards and commissions, and other sources.

Appointment and reappointment items will appear on Board of Commissioners agendas for formal action. New appointees and reappointed members will take an oath of office before the town clerk or a notary public.

(Ord. No. 20230109-7.A, § 3, 1-9-2023)

Sec. 3-62. Routine orientation for appointees.

The following orientation materials will be provided to each volunteer: board roster, town organizational chart including the advisory boards, the rules of procedure for their board, the current strategic and comprehensive plans for the town, and other support documents or maps relevant to that board. Staff will arrange for the administration of the new member's oath of office, go over the orientation materials, and answer procedure and policy questions as needed, prior to the new member's first meeting as a board member.

New appointees are encouraged to attend a Board of Commissioners meeting within six months of appointment to any appointed board.

(Ord. No. 20230109-7.A, § 3, 1-9-2023)

Sec. 3-63. Regular attendance a pre-requisite for continuing service.

Attendance at regularly scheduled board meetings is critical to continued membership on a board.

Staff shall notify any board member who misses one-third of regular meetings within any 12-month period that regular attendance is required, and future absences may impact continued participation.

Any board member who misses half of regular meetings within any 12-month period will be notified by staff that their term has been automatically ended.

Board members are eligible for re-appointment consistent with term limits for their board. Attendance records shall be provided with any re-appointment request to the board of commissioners.

(Ord. No. 20230109-7.A, § 3, 1-9-2023)

Sec. 3-64. Members serve at the pleasure of the Town Board.

Members serve at the pleasure of the Town Board and may be removed upon a vote of the Town Board in open session. However, members of the tourism board may only be removed for cause, also requiring a vote of the Town Board in open session. Similarly, the two volunteers the planning board makes from among its members to other boards, serve at the pleasure of the planning board and could be removed from the other boards upon a vote of the planning board.

(Ord. No. 20230109-7.A, § 3, 1-9-2023)

Sec. 3-65. Compensation.

Board members serve without compensation. Members of the tourism development authority may be compensated, at the discretion of the Town Board and consistent with the local bill creating the authority. The town may pay for training deemed necessary or advisable for volunteer service. The town may reimburse members for travel to training events required for their membership.

(Ord. No. 20230109-7.A, § 3, 1-9-2023)

Sec. 3-71. Water and sewer advisory committee.

There shall be a water and sewer advisory committee, the establishment, powers and duties of which are provided for as follows.

- (a) *Powers and duties.* The general charge includes, but is not limited to, the following duties:
 - (1) Receive updates regarding key operational, policy, and financial issues facing the water and sewer enterprise fund.
 - (2) Request information from staff to stay informed and knowledgeable regarding key issues, concerns, and opportunities facing the water and sewer fund.
 - (3) Offer recommendations to the Town Board regarding general operational, financial, public information, and other management issues affecting the of the water and sewer fund.
 - (4) The committee will not make recommendations regarding individual personnel matters (e.g., hiring, firing, and disciplinary issues) within the water and sewer fund.

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- (5) The committee will not make recommendations on how to perform projects, their priority, or which consultant or contractor is hired within the water and sewer fund.
- (a) *Membership.* The committee will consist of between six to eight members. The town will strive to maintain an even balance between in-town and out-of-town water/sewer customers, or as close as is reasonable possible.
- (b) *Terms.* Committee members will serve staggered four-year terms, with the opportunity for reappointment for a second full term. After serving two complete terms and any partial term, a member shall be ineligible for reappointment until one calendar year has expired. One member shall be the mayor pro tem of the Board of Commissioners.
- (c) *Staff.* The utilities administrative division shall provide staff support to the water and sewer advisory committee. The Town Board member is not subject to term limits as the appointment is tied to service as mayor pro tem.
- (d) *Meetings.* All meeting shall be open to the public. The board shall adopt and publish a regular meeting schedule of not less than four meeting per calendar year.
- (e) *Quorum.* A majority of appointed seats shall constitute a quorum. This number may be adjusted for vacancies. Staff are not qualified to vote.
- (f) *Rules of procedure.* The board shall adopt rules of procedure for the conduct of its meetings. Rules of procedure shall be consistent with the procedural requirements of state law.

(Ord. No. 20230109-7.A, § 8, 1-9-2023; Ord. No. 20230123-5.D, §§ 3, 4, 1-23-2023)