

DRAFT
Resolution 2023-592
Walden Citizen Advisory Committee By-Laws

ARTICLE I: APPLICATION

These by-laws are applicable to the Walden Citizen Advisory Budget Committee, the Walden Citizen Advisory Parks & Recreation Committee, the Walden Citizen Advisory Roads & Public Safety Committee, and the Walden Citizen Advisory Environmental Committee (hereafter called the “committees”).

ARTICLE II: PURPOSE

The purpose of each committee shall be to advise and assist the Town of Walden, its elected officials, citizens, and staff, and serve as a resource in the Town’s decision-making process. The operation and management of each committee and its programs and members shall be overseen by the Town of Walden staff under the direction of the Town Administrator pursuant to the Charter of the Town of Walden.

ARTICLE III: COMMITTEE

Section I. Number, Appointment, Application:

1. The committees shall have up to 7 voting members and such non-voting members as the voting members deem advisable. The voting members will be appointed by the majority vote of the Board of Mayor and Alderman. The voting members must include a majority of Walden residents.
2. The elected officials and the Town staff will provide support to the committee as the Town deems appropriate.
3. All potentially-interested committee members must fill out an application provided by the Town office for review by the Mayor and Board.

Section II. Committee Responsibilities:

1. Be subordinate and advisory to the Board of Mayor and Aldermen.
2. Annually establish committee goals and objectives.
3. Submit applications for funding to the Board of Mayor and Aldermen, through the Town Administrator, for inclusion into the annual budget, as needed.
4. Identify committee initiatives and follow initiatives brought forward by the Town office. Recommendations of initiatives and subsequent expenditures by the majority vote of the

committee shall be authorized by the Board of Mayor and Alderman in accordance with the Town purchasing regulations. Oversee and implement initiatives once authorized by the Board of Mayor and Alderman.

5. Assist in identifying grant opportunities and preparing grant proposals to help fund the Town's programs in relation with the respective committee.

Section III. Disclosure of Interests:

A committee member who has any interest in any matter before the committee shall disclose said interest in accordance with the adopted Town Ethics Ordinance. The Chair shall make the determination on whether that member shall have a vote in said matter.

ARTICLE IV. OFFICERS

Section I. Officers:

The officers of the committee shall be the Chair, Vice-Chair, and secretary.

Section II. Nomination and Election of Officers:

Any member may nominate any other member of the committee (other than an elected officials and Town staff) to serve as an officer of the committee. Officers of the committee shall be elected by majority vote of the committee.

Section III. Chair:

The Chair shall preside at all meetings of the committee in accordance with Roberts Rules of Order, call special meetings of the committee, have the authority to cancel called meetings of the committee, provide the annual goals and year-end report to the Board of Mayor and Aldermen, and appoint a subcommittee of the committee as needed.

Section IV. Vice-Chair:

In the absence of the Chair, the Vice-Chair shall perform the duties of the Chair.

Section V. Secretary:

The Secretary shall record and maintain accurate records and minutes of the proceedings of the committee.

ARTICLE V. MEETINGS

Section I. Rules of Procedure:

The committee meetings shall be conducted according to the Roberts Rules of Order and shall act by a majority vote providing a quorum of the committee is present.

Section II. Time:

The committees will set meetings as required for the performance of their duties, but at least once a quarter. The committee shall determine and publish the upcoming year's schedule at the first official meeting of the fiscal year.

Section III. Quorum:

A quorum shall consist of a majority of the voting committee members present.

ARTICLE VI. COMPENSATION

All members of the committees shall serve as volunteers without compensation.

This resolution will be effective upon the date of its adoption, the public welfare requiring the same.

05/09/23

YEA:

NAY:

Mayor

Town Recorder