

**Guidelines for MidCoast Community Council Standing Committees
as re-adopted 1/8/03**

1. Definition & Purpose:

- a) Standing Committees are established to deal with ongoing situations and to work directly with a specific department and its staff at the County level.
- b) Committees may adopt a specific focus or series of goals as worked out by the Committee and with approval of the Council. The Council may, from time to time, instruct a Committee to work on a specific issue.
- c) Committees shall typically deal with issues and situations within the structure and framework of existing regulations and established Council positions. Activities beyond these will be brought back to the full Council for appropriate action.
- d) Existing Standing Committees are (1) Parks and Recreation, (2) Planning & Zoning,, and (3) Public Works.

2. Membership & Community Participation

- a) Membership of Standing Committees shall be all actively serving members of the MCC.
- b) The MCC shall appoint one of its members as the Chair of each Committee at it's annual re-organization meeting. The Chair of each Committee shall chose another council member to serve as Vice-Chair.
- c) To encourage and foster community participation, council members may designate members of the community to serve in their place on the Committee. Communication regarding a designee's activities on the Committee are the responsibility of the individual council members.
- d) When a council member designates a representative for a Committee, they transfer their voting rights to that designee. If both the council member and the designee are present at a Committee meeting, only the designee may vote on a Committee action. Council members may vote on Committee actions if their designee is not in attendance.

3. Organization & Operation

- a) Committees shall be subject to all requirements of the Brown Act and other conflict-of-interest and open-meeting-access regulations.
- b) A quorum of a majority of its members must be in attendance for the Committee to take any action on agenda items. A council member and their designee shall count as only one person toward establishing a quorum.
- c) Committees shall establish a regular meeting schedule of no less than once a month.
- d) All meeting agendas shall be posted at least 72 hours in advance at the MCC office, with copies available at the Post Offices and on the MCC website.
- e) Each Committee shall adopt a charter outlining its purpose, goals, procedural methods and any special focus, to be submitted to and approved by the full Council.