

# **Charge to the Select Board Policy Subcommittee**

## **I. Overview**

The Select Board (the Board) has developed and implemented numerous policies. There is an identified need to review existing policies in a timely manner and, in certain cases, draft and adopt new policies.

The existing procedure in place for the full Board to draft new policies or review, or evaluate, edit, and recommend changes in existing policies, can be cumbersome and time consuming. To streamline the process the Board can establish a Policy Subcommittee.

Unless the Board directs otherwise, the Policy Subcommittee will undertake the drafting of new policies, and review existing policies to determine which, if any, need to be modified, or in some cases, eliminated. The Policy Subcommittee or Executive Director may request that legal counsel review the draft Policy as appropriate.

The Policy Subcommittee will then bring proposed new policies and modified existing policies to the full Board for discussion and vote.

The Policy Subcommittee will recommend a codification plan for existing policies clearly showing the policy adoption, and latest review, dates.

## **II. Membership**

The Policy Subcommittee shall consist of two Select Board members, appointed by the Chair of the Board, to serve for up to a one-year term, expiring on June 30 of each calendar year. The Chair will appoint one member to serve as Chair of the Policy Subcommittee. The Policy Subcommittee will invite the Executive Director and other staff members or subject matter experts, as deemed necessary, to join their meetings.

## **III. Operations**

All Policy Subcommittee meetings are governed by the Open Meeting Law, and are open public meetings, with an agenda posted in advance. Instructions on how members of the public may participate will be included in the agenda postings.

After the Policy Subcommittee approves a new Board Policy or revision to an existing Board Policy, the Executive Director shall present the draft Board Policy for a first reading at a public Board meeting. At this meeting, the Board shall determine whether it wants additional modifications to the draft. If no modifications are requested, then the Executive Director shall place the draft Board Policy on the agenda of the next Board meeting for the second reading and approval. The Board, by a 2/3 vote, may waive the need for a second reading and approve the draft Board Policy at the meeting in which the first reading occurs so long as the draft Board Policy is listed in the agenda as an action item. If the Board determines that it wants minor modifications to the draft, the Executive Director or designee shall make the necessary changes and shall, unless otherwise directed by the Board, place the revised draft Board Policy on the agenda of the next Board for the second reading and approval. If the Board determines that it wants significant modifications to the draft, the Board Policy shall be returned to the Policy Subcommittee for further review consistent with the direction of the Board.

IV. **Goals of the Policy Subcommittee**

- a. To keep written policies up-to-date so that they can be used consistently as a basis for Select Board action and for staff administrative decisions.
- b. Policies should be broad enough to indicate a line of action to be followed by staff in meeting day-to-day problems and be specific enough to give clear guidance.

V. **Guiding principles** Generally speaking, the policy subcommittee, when reviewing and recommending policy adheres to the following principles:

- a. Give primacy to the application of the rule of law.
- b. Ensure that mandates from the federal and state government are adhered to.
- c. When relevant, seek guidance from federal, state and/or local agencies for decisions that require external expertise.
- d. Consider input from the public in the form of a public hearing where necessary

VI. **Process for identifying policies for review**

- a. Recent events whether local, regional or global – e.g., bank liquidity and the investments policy, COVID and reserves policy, proclamation requests, appointments, liaisons
- b. Frequency of use – e.g., financial policies, licensing policies
- c. Are we complying with policy – if not consider review of procedures and policy, e.g., executive session minutes
- d. Industry best practice and MMA guidance e.g., code of conduct, public comment.
- e. Date of the policy – suggest review every 5 years.

APPROVED BY:

Colette E. Aufranc (Policy Subcommittee Chair), Thomas H. Ulfelder

Original date: .....August 23, 2023

Revised dates: