

## Bethany Beach Committee Guidelines

### Purpose:

It shall be the duty of the Mayor to appoint committees subject to Town Council confirmation. The Town Council shall establish the committee's role, membership and leadership. Committees exist for the sole purpose of fulfilling the role and direction authorized by the Town Council.

### Definitions:

**Committee** - A committee in the Town of Bethany Beach is a body of at least three persons elected or appointed to consider, study, investigate or take action on assigned matters. Committees are established to fulfill a specific purpose or serve in an advisory role to Town Council as well as promoting greater citizen participation.

**Citizen** – Any person who owns property in the Town of Bethany Beach or has been a full-time resident for a minimum of 30 days.

### Types:

- A. Mandated Committees: Committees in continuous existence; specifically the Planning and Zoning Commission, Board of Adjustment, and Board of Assessment that are mandated by state law.
- B. Standing Committees: Committees that are in existence as allowed by the Town Council.
- Members may be suggested to or by the chairperson, and then they are nominated by the Mayor and confirmed by Town Council at the beginning of each new administration.
  - The Town Council establishes responsibilities.
  - The chairperson of the committee is appointed by the Mayor and approved by the Town Council except for the Planning and Zoning Commission and the Board of Adjustment, which choose their own Chairperson among those appointed by the Mayor and confirmed by the Town Council.
- C. Ad Hoc or Special Committees: Committees that are established as the need arises generally on a short-term basis to study an issue of concern or need.
- Membership of the committees may be determined at the same time the motion to create the committee is approved.
  - Duties are assigned at the time of establishment.

- The chairperson of any Standing Committee wishing to support an Ad Hoc Committee will submit to the Town Council for approval a white paper containing the purpose, scope and membership of the Committee.
- The Town Manager or Town Council may also recommend the formation of an Ad Hoc Committee.

**Term:**

Committee appointments expire annually, except those with multi-term limits, at the close of business on the Thursday prior to the third Friday of the October Town Council meeting. Normally, committee chairpersons shall be appointed annually during the October Town Council Organizational meeting and committee members shall be appointed annually during the November Town Council meeting. Planning and Zoning Commission and Board of Adjustment members' terms of office shall be effective as of that date.

**Membership**

- A. The Mayor with Town Council confirmation shall appoint the committee chairperson.
- B. The committee chairperson may recommend potential committee members and present their nominations to the Mayor.
- C. The Mayor with Town Council confirmation shall appoint the committee members.
- D. If a new committee member is needed during the term, the chairperson shall recommend the potential committee member and present their nomination to the Mayor. The Mayor with Town Council confirmation may appoint the new committee member.
- E. There shall be at least three but not more than nine members on a committee unless requested, in writing, by a committee chair and approved by the Town Council.
- F. No more than two members of the Town Council shall be on any committee.
- G. Some type of knowledge in the field is desirable; however, no specific experience is required.
- H. Committee members must be citizens of the Town of Bethany Beach in order to be a full voting member of any committee. Staff members may serve on committees as non-voting members.

- I. A person shall not serve on more than three committees unless a waiver is granted by a majority vote by the Town Council.
- J. All Bethany Beach citizens who are eligible to vote in Town elections are encouraged to participate on Town Committees. Non-resident citizens should be accommodated as much as possible, if such accommodation does not interfere with the workings of the Town.
- K. Citizens interested in serving on committees should express their interest to the Bethany Beach Town Manager's Office. Citizens are asked to write a brief summary explaining their interest. A list of interested citizens will be provided to the Mayor, Town Council and Committee Chairperson for consideration. Interested citizens should be made aware that on some occasions there are not enough vacancies to accommodate all who are interested in particular Committee assignments.
- L. Town Council members shall not serve on the Audit Committee.
- M. Continued non-attendance at scheduled meetings will serve as cause for a member to not be reappointed. Unexcused absences at scheduled meetings will serve as a cause for being removed from the Committee and not reappointed.

### **Agenda**

In order to observe the Freedom of Information Act (FOIA) requirements, an agenda must be established for each meeting after which it shall be published and posted in a timely manner by the Town Clerk. Agendas are normally posted at least seven days in advance of a meeting.

### **Meetings**

- A. At a minimum, standing committees must meet twice annually or it may be suggested that the purpose of the committee has expired.
- B. A record of the meeting shall be made in the form of minutes taken by a staff member and kept in the Town files. Minutes are a factual record of the actions of a committee. They are not to be used to express opinions or views of a committee chairman or committee members. Town staff shall make changes to the minutes based on the recorded records of committee meetings, but will not rewrite minutes of a committee meeting unless directed to do so by a majority vote of the Town Council.

### **Decorum**

- A. Respect and adhere to the ideals of government, rules of law, principles of public administration and high ethical conduct, which are expected in the performance of public duties.

- B. Provide fair and equal treatment for all persons and matters coming before the public body.
- C. Learn and study background and purpose of items of business before voting.
- D. Faithfully perform all duties of office and attend all scheduled sessions/meetings.
- E. Refrain from abusive conduct, personal charges, or verbal attacks upon character, motives, ethics or morals of other elected or appointed town officials.
- F. Listen courteously, attentively and tolerantly to all views expressed at public meetings and avoid interrupting other speakers.
- G. Committee chairpersons are responsible for giving reports at the monthly Town Council meetings. In the event that the Chairperson is not available, he or she will assign someone from the council or the committee to give the report.
- H. The Chair of the Committee is responsible for the orderly conduct of business at meetings. The Chair shall recognize members as well as attendees before speaking.

### **Ethics**

Each member of Bethany Beach committees and commissions has the following ethical obligations:

- A. Represent and work for the common good of the Town and not for any private interest.
- B. Refuse to accept gifts or favors or promises of future benefits, which might compromise or tend to impair independent judgment or action.
- C. Decline any employment incompatible with public duty, disclose or recuse from matters involving conflict of interest.
- D. Maintain the highest standards of public conduct to maintain the public trust.

These guidelines shall be reconfirmed annually at the November meeting of Town Council. Upon approval, they will be distributed to all Town Council members and committees.

## AUDIT COMMITTEE

### PURPOSE:

Overseeing relations with the independent auditors on behalf of the Town Council.

### SCOPE OF WORK:

In accomplishing its assigned responsibilities, the Audit Committee will review the following listed matters and such other matters as may warrant its attention. It may, with approval of the Town Council, engage additional assistance to undertake such reviews of financial management performance as it deems necessary.

- \* Recommend to the Town Council the selection of external auditors and the annual fees to be paid for their services and to recommend to the Town Council any proposed retention or discharge of external auditors.
- \* Review the external auditors' annual financial statements and reports including compliance of the Town's accounting and financial management systems and reports with generally accepted principles for municipal governments.
- \* Review the annual financial management letter of the external auditors.
- \* Periodically see that the Town's system of internal controls and insurance coverage are reviewed to assure they are deemed to be adequate.
- \* At the request of the Town Council and/or the Town Manager will review and report as requested on issues that may have long-term fiscal impact on the community.
  - As a consequence of the above, make any recommendations to the Town Council it considers to be desirable.

## **BOARD OF ASSESSMENT**

### **PURPOSE**

The purpose of the Board of Assessment is to serve the taxpayers of Bethany Beach by overseeing relations with the property tax assessor and ensuring that assessments are fair and impartial.

### **SCOPE OF WORK**

- Recommend to the Town Council the selection of property tax assessor.
- Determine the work to be performed by and the fees to be paid to assessor.
- Review and approved assessed values.
- Attend joint meetings with the Town Council to hear assessment appeals.
- Make recommendations to the Town Council as needed.

## **BUDGET AND FINANCE COMMITTEE**

### **PURPOSE**

The purpose of the Budget and Finance Committee (hereinafter called Committee) is to provide assistance and guidance to the Town Manager and staff leading to the development, drafting and review of the Town's annual budget and the overall financial management processes.

### **SCOPE of WORK**

- \* The Town Manager shall identify known and anticipated expenditures and revenues for inclusion in the budget, both short-term and long-term. The Committee shall review and evaluate the proposed budget.
- \* The Committee shall annually review the Schedule of Fees and Fines.
- \* The Committee shall conduct quarterly reviews of annual budget with actual results.
- \* In consultation with the Town Manager, the committee may make recommendations regarding any necessary budget adjustments.
- \* The Committee will oversee and recommend fund reserve policies and levels relative to the Town's needs.
- \* The committee will conduct additional budget reviews, if needed.
- \* The Committee will review the investment policy each year and recommend any changes to Council.
- \* The Committee will make recommendations to Council relative to long-term financial goals through the budget process.

## CHARTER AND ORDINANCE REVIEW COMMITTEE (CORC)

### PURPOSE

To maintain and keep current the Town's Charter and Ordinances.

### SCOPE OF WORK

- \* Review ordinances on a routine basis to edit outdated and redundant entries.
- \* Upgrade the Town Code to meet any anticipated changes in law, evolving technologies and new regulatory issues.
- \* CORC may discuss any new item that a community or committee member brings forward.
- \* CORC will solicit input from Town Offices/Staff.
- \* Any recommendations for significant change will be forwarded to Town Council in the form of a white paper.

### Procedures

*A member of CORC will volunteer to write a "white paper" detailing the proposal and present it to the CORC Committee as a whole at the next scheduled meeting.*

*If the CORC committee agrees with the "white paper", the Chairman will present the proposal to the Town Council at its meeting scheduled for the following month.*

*At its next meeting (30 days later), the Town Council should vote on whether or not the CORC committee should proceed with the proposal.*

- \* Note: *The above noted procedures will not be followed for simple housekeeping amendments to the Town Code.*

## **BETHANY BEACH CULTURAL AND HISTORICAL AFFAIRS COMMITTEE**

### Purpose:

As approved by the Town Council, the Cultural and Historical Committee (CHAC) will act in an administrative capacity in regards to the Bethany Beach Museum . This will include recommending policy and establishing guidelines for operational procedures to include overseeing artifacts to be displayed, planning special events, and initiating projects that contribute to the historical and/or cultural aspects of the town.

### Scope of Work:

- \* Encourage citizen interest and participation in the Town Museum
- \* Seek ways of enhancing the Town Museum through artifact collecting and other projects
- \* Provide manner in which historical items are displayed in the Museum
- \* Arrange for docents to be present in the museum when deemed appropriate
- \* Seek fundraising opportunities to help support the financial needs of the museum and other projects of CHAC
- \* Planning and organizing Town sponsored events of a cultural and/or historical nature
- \* Exploring existing and new town traditions
- \* Arrange for storing, cataloging and preserving town artifacts

## **NON-RESIDENTIAL DESIGN REVIEW COMMITTEE**

### **PURPOSE:**

To provide design related assistance and guidance to anyone considering development, improvement, or renovation of a non-residential structure (conforming or nonconforming) permitted within the commercial zoning districts of Bethany Beach. To provide that same assistance and guidance to anyone considering development, improvement, or renovation of a non-residential structure permitted in any Residential and MORE Zoning Districts as a special exception and/or variance. Such structures include but are not limited to churches, libraries, conference centers, professional buildings, storage facilities, medical and emergency facilities.

### **SCOPE OF WORK:**

1. Provide guidance to the developers, planners and/or architects in the design of exterior features, and fixtures of Non-Residential Structures. Approve exterior plans for those structures meeting the requirements of the current Bethany Beach Non-Residential Design Guidelines.
2. Provide for the design and construction of attractive and traditional Non-Residential Structures.
3. Provide for the continuation of commercial uses and basic services in the C-1 and C-2 Commercial Districts.
4. Provide for a safe and friendly environment for all whom live, work, visit, vacation and shop in Bethany Beach.
5. Reinforce the unique character within each Residential, MORE and Commercial zoning district by ensuring the complementary nature of adjacent non-residential structures.
6. Provide for the enhancement of pedestrian experience by approving only those building plans, which include signage, street-facing design, exterior materials, and landscaping as required in the Bethany Beach Non-Residential Design Guidelines.

## **Bethany Beach Fourth of July Parade Committee**

### **Purpose**

The purpose of the Bethany Beach Fourth of July Parade Committee is to coordinate the Town's annual Independence Day celebration. The committee will use their experience in past parades to look for ways to continually improve. They will seek volunteers, train them and coordinate their effort on the day of the parade.

### **Scope of Work**

- Provide guidance for parade rules and regulations
- Coordinate volunteer efforts
- Set up and take down parade staging areas
- Handle registration for all parade participants
- Stage and start all participants
- Judge parade entrants and award prizes
- Coordinate t-shirt sales
- Debrief each parade and recommend improvements