



## Town of Blue River Citizen Advisory Committees

**Citizen Advisory Committees are groups of citizens organized for the purpose of providing advice and assistance to the Board of Trustees regarding various Town issues.**

### **Guidelines**

#### **Membership Requirements:**

- Appointments to Citizen Advisory Committees will only be made by the Board of Trustees.
- Committees shall consist of nine members. In cases where nine members are not available, the committee shall consist of an agreed upon odd number of members.

#### **Time Frame:**

- The Advisory Committee's term will be for a minimum one year from the date of appointment. The Advisory Committee is required to meet on a bi-annual basis but may conduct additional meetings based on need for the assigned project.

#### **Scope and Role of the Project:**

- The Committee will look, review, read and provide input based on the established work plan.
- Vision will be defined by the Town of Blue River's Mission/Vision Statement.
- Committee priorities will be established.
- Strategies will be recommended.
- Thoughtful and constructive evaluation will take place.

#### **Rules and Guidelines:**

- No financial commitments will be made by the Advisory Committee
- Members may not be added to the Committee without the Trustees approval.
- Members of the Committee may not expand the mission of the group without the permission of the Trustees.
- Committee members will follow the Code of Conduct adopted by the Board of Trustees.
- The Committee must stay within the scope of the project.
- The Committee may not engage in Town staff outside the Committee activities.
- The Committee will direct all media inquiries to the Town Administrator.
- Committee members may draw administrative and technical support from appointed Town staff members.

- Members appointed to a Committee may not sit on more than one active Advisory Committee at a time.
- Committee meetings are restricted to Committee members, staff and invited guests only, unless otherwise required to be posted as an open meeting.