

Operating Procedures for Town of Cary Subcommittees (of appointed Town groups) Town of Cary, North Carolina

SUBCOMMITTEE NAME: Mobile Application Strategy Committee

PARENT GROUP: Information Services Advisory Board

PURPOSE

Appointed Town boards may create subcommittees of the parent group with the understanding that subcommittees are public bodies, just as the parent group, and must abide by the Open Meetings Law and the Public Records Law.

Subcommittees serve a valuable role to the parent board by spending time with a few members outside the parent board meeting time delving into complex issues and making recommendations to the parent board. Subcommittees shall be short-term, self-supporting and depend solely on the subcommittee members to carry its work. Each subcommittee shall adopt the operating procedures herein at its first meeting. Members may add to these procedures, but may not eliminate any of the basic requirements herein.

Subcommittee meetings are less formal business meetings that enable the designated members of a parent group to focus on and explore in detail a single topic. Like regular meetings of the parent group, the public is encouraged to attend and observe. Please note that unlike regular parent group meetings, subcommittee meetings do not include opportunities for public comment during the meeting.

LIFESPAN

If the parent group did not establish a lifespan for the subcommittee, the subcommittee shall determine their lifespan at its first meeting. This lifespan shall be reasonable and shall not extend over multiple years. At the conclusion of the lifespan, the chair shall give a final report to the parent board.

ROLES AND RESPONSIBILITIES

The subcommittee shall designate a chair, a vice-chair and a secretary. The role of secretary may be combined with the role of the chair or vice-chair.

Chair Responsibilities

- Facilitate subcommittee meetings.
- Adequately prepare in advance of each meeting to ensure the subcommittee completes its work plan in a timely manner.
- Communicate subcommittee meeting dates and times to the town clerk, parent board staff liaison, and parent board chair by email at least five business days prior to each meeting.
- Communicate subcommittee meeting cancelations to the town clerk, parent board staff liaison, and parent board chair by email at least one business day prior to the meeting to be canceled.
- Report subcommittee progress at parent board meetings, including a final report at the conclusion of the lifespan.

Vice Chair Responsibilities

- Assume the chair roles if the chair is absent.

Secretary Responsibilities

- Ensure a quorum is present at each meeting. A meeting may not occur without a quorum.
- Take minutes of each meeting. Submit a typed electronic version of the minutes to the parent board staff liaison, parent board chair and town clerk within five business days after the meeting occurs. (The clerk will post the draft minutes to the website.)
- Ensure the subcommittee approves its minutes at its next meeting.

Town Clerk (or Designee) Responsibilities

- Work with parent board and staff liaison to develop a web page with information about the subcommittee.
- Schedule a meeting room for each subcommittee meeting. (If the staff liaison chooses to attend the subgroup meetings, then the staff liaison may assume this responsibility.)
- Prepare and issue the legally required public notice at least 48 hours in advance of each meeting.
- Place the public notice on the Town's website to serve as the agenda for each meeting.
- Place the meeting information on the Town's web calendar.
- Place the subcommittee minutes on the Town's website. (If the staff liaison chooses to attend the subgroup meetings, then the staff liaison may assume this responsibility.)
- Answer procedural questions that arise.

Staff Liaison Responsibilities

- The staff liaison is not required to attend subcommittee meetings.
- The staff liaison will answer technical questions to help the subcommittee accomplish its work.

Member Responsibilities:

- Attend meetings to accomplish the subcommittee's work plan.
- Actively participate in meetings.
- Perform any required "homework" in advance of meetings.
- Adhere to the NC Open Meetings Law and Public Records Law.
- Vote on all motions and take part in all recommendations, unless there is a legal or ethical reason to abstain. (Direct any questions to the town clerk.)

MEETINGS

All subcommittee meetings are open to the public.

The subcommittee secretary shall advise the town clerk, parent board staff liaison and parent board chair by email of the meeting date, time and location at least five business days prior to the meeting. The town clerk shall issue the public notice of all meetings to comply with state law.

Meeting Cancellation: The subcommittee chair shall notify the town clerk, parent board staff liaison and parent board chair by email at least one business day prior to any meeting cancellation. The town clerk shall issue a public notice canceling the meeting.

AGENDA

The public notice shall serve as the agenda for the subcommittee meeting. The subcommittee chair shall determine the actual topics for discussion at each meeting, ensuring that discussion topics assist the subcommittee in meeting its purpose within the given lifespan.

QUORUM

A quorum of a subcommittee is defined as more than ½ of the subcommittee's membership.

Examples:

3 member subcommittee: 2 is quorum

4 member subcommittee: 3 is quorum

5 member subcommittee: 3 is quorum

6 member subcommittee: 4 is quorum

If a quorum has not been met by the start of the meeting, then the subcommittee chair shall wait 15 minutes for late arrivals. If a quorum is not present after waiting 15 minutes, the subcommittee chair shall announce that no meeting will be held for lack of quorum.

Within five business days after the lack of quorum occurrence, the subcommittee secretary shall advise the town clerk, staff liaison, and parent board chair by email that no meeting was conducted due to lack of a quorum. The subcommittee secretary shall not prepare minutes, because there was no official meeting.

ACTION BY THE SUBCOMMITTEE

Subcommittees do not make decisions. Instead, they make recommendations to the parent board. They may make recommendations by consensus or vote. Adoption of motions shall be by a majority of the members present.

MINUTES

The subcommittee secretary shall take minutes of all subcommittee meetings. Minutes shall not include a detailed account of individual member comments. Minutes shall include:

- Subcommittee name
- Date of meeting
- Time of meeting
- Location of meeting
- Members present
- Members absent
- Time meeting began
- Time meeting adjourned
- All subcommittee recommendations (by consensus or vote); for any recommendation or vote that is not unanimous, minutes shall record the vote of each member
- Brief description of the dissenting, minority opinion of votes/recommendations

Public Record of Decisions: The decisions of the subcommittee, as recorded in its minutes, shall be a public record, available for inspection at all reasonable times.

ADDITIONS TO THESE RULES

By majority consensus or majority vote, subcommittees may add to these rules as needed to ensure the efficient and effective operation of the subcommittee. Subcommittees may not eliminate the general requirements herein.