

## **Towns of Cary/Morrisville Joint Issues Committee Administrative Recommendations**

### **Meeting Schedule**

Staff suggests a quarterly meeting schedule. The two clerks will work together to come up with the dates/times that work for calendar year 2011. Staff suggests February, May, August and November and suggests to evaluate the meeting frequency after the first several meetings.

### **Meeting Times**

Staff suggests that meetings begin at 6 p.m. and conclude by 7:30 p.m. This will give the committee members and staff an opportunity to have dinner on their own before or after the meetings and will not have a fiscal impact to either town for meals.

### **Meeting Locations**

Staff suggests that meetings rotate. The first meeting is in Cary, the next will be in Morrisville and so forth.

### **Meeting Facilitator Responsibilities**

Staff suggests that the Cary mayor facilitate the meetings in Cary and the Morrisville Mayor facilitate the meetings in Morrisville. The facilitator will ensure the meetings start and end on time and adhere to the agenda and the goal/purpose approved by the group.

### **Staff Responsibilities**

Staff suggests that this committee have low staff resource implications. Suggested staff responsibilities include:

#### **Town clerks**

- Prepare appropriate public notice according to current standard practices to comply with the Open Meetings Law.
- The Cary Town clerk will maintain a Web page with information about the committee (committee purpose statement, agendas, minutes, etc.)
- Morrisville will have a link from their Web site to this committee Web page and will maintain copies of the original minutes.
- The Cary Town clerk (or designee) will reserve a room and set up for meetings in Cary; the Morrisville Town Clerk (or designee) will do the same for meetings in Morrisville.
- The Cary Town clerk (or designee) will attend the meetings in Cary and take notes during the meeting to help with minute preparation. The Morrisville Town clerk (or designee) will do the same for the Morrisville meetings.
- The Town clerk will prepare the initial draft agenda (see agenda standards below for more information on process).
- The Town clerk will prepare draft minutes (see minutes standards below for more information on process).
- The Town clerk will make copies of the agenda, minutes and any handout materials for committee members and the public and will have them available at the meeting.

#### **Town managers**

- The Cary and Morrisville Town managers (or designees) will attend all meetings.
- The Town managers will approve the agenda (see agenda standards below for more information on process).
- The Town managers will ensure that appropriate staff attend the meetings.

#### **Agenda Standards**

- The town clerk who attends a particular meeting will prepare the draft agenda for the next meeting and will share it with both town managers with a copy to the other town clerk.
- The town managers will finalize the agenda with a copy to both Town clerks by 5 p.m. on the Wednesday the week prior to the committee meeting.
- The Cary Town clerk will place the agenda on the Web page by 5 p.m. the Friday prior to the committee meeting with appropriate links.
- The Cary Town clerk will e-mail the agenda Web link when the agenda is available on-line to the committee members with a copy to all other members of the Morrisville and Cary town councils.
- The town clerk (or designee) who attends the committee meeting will provide paper copies of the agenda for the committee members and will have extra copies available for the public.

**The suggested agenda format follows:**

- Call to Order
- Adoption of agenda
- Approval of minutes of last meeting
- Issues for discussion
- Direction if needed
- Information sharing (*an open agenda topic to allow an effective communication method among committee members*)
- Adjourn

Staff suggests that the following language be on each agenda to clarify the public's role in these committee meetings:

*These committee meetings are informal business meetings that enable the Cary and Morrisville members to focus on and explore in detail a single topic with staff. Members of the public may attend and observe. Although these meetings do not include opportunities for public comment, the public is invited to share comments with committee members via e-mail.*

**Minutes Standards**

**Format**

Staff recommends the minutes contain a very brief summary of the discussion points (but not attribute specific comments to individuals) and any direction given by the committee. An example follows:

*Weinbrecht called the meeting to order at 6 p.m.*

*Approval of minutes:*

*Motion by:*

*Second by:*

*Vote:*

*Staff presented information on ???. See Exhibit A attached to and incorporated for handout materials (if applicable).*

*Committee directed staff to ???.*

*OR*

*No action was taken.*

*Cary shared ??? information. Morrisville shared ??? information. No follow up was necessary.*

*Meeting adjourned at 7:30 p.m.*

**Process**

- Within 15 business days after the meeting the town clerk (or designee) who attended the meeting will prepare the draft minutes and e-mail them to the committee.
- Committee members should reply only to the town clerk (to avoid deliberation via e-mail) within 15 business days of receiving the town clerk's e-mail with any suggested edits.
- The town clerk will show the suggested edits with "track changes" on the Microsoft Word document and will provide them to the Cary Town clerk at least two weeks prior to the next scheduled committee meeting. (NOTE: Simple grammatical or typographical corrections may be made and not shown in track changes. Any substantive changes will be shown in track changes.)
- The Cary Town clerk will save the Microsoft Word document to PDF and will place it on the Web and link it to the next agenda by 5 p.m. on Friday the week prior to the next meeting.
- The town clerk who attends the next meeting will provide paper copies of the draft minutes for all committee members for their approval at the meeting.

**Meeting Formats**

Staff suggests that the appropriate staff (as determined by the town managers) present the specific agenda item. This can be done verbally and/or with handouts. No formal PowerPoint presentations will be used. Following the staff presentation, the committee may discuss the item and decide what follow-up is needed (i.e., direction to staff, communication with both governing boards, no action, etc.).

All meetings are open to the public and meetings rooms will accommodate audience seats for potential attendees. Refer to agenda standards (above) for staff's recommendation on the role of the public at these meetings.