

Borough of Conway Council Committee Rules

1. Each committee chair oversees each committee's meetings.
2. The President of Council is an ex-officio member of each committee and may participate in discussions, but cannot vote on committee decisions and must request the floor from the committee chair when speaking.
3. The Mayor is an ex-officio member of the Public Safety Committee and may be asked to participate in other committees at the discretion of the committee chair. The Mayor may not vote on committee decisions.
4. Committees will permit and consider opinions, comments, and suggestions from other members of council present and from the audience in this manner:
 - a. Committee members complete their discussion and questions first.
 - b. The committee chair asks the mayor and other members of council present if they choose to comment following the committee's deliberations.
 - c. The committee chair asks borough employees or contract employees present to comment following other members of council.
 - d. The committee chair asks any members of the audience who may wish to make a comment or ask a question to do so last.
 - e. Committee members make a decision on an item.
 - f. Exceptions to this order may be made by the chair should he/she feel that it is important for either a member of the audience, an employee, or another person present to be heard on the matter at hand early in the discussion.
5. In debating an item, each committee member speaks once first until every committee member has the opportunity to speak. The same should be true of others who speak as indicated above.
6. In order that all members are prepared for discussion of committee business, items may only be added to a committee agenda if submitted to the secretary or chair of the committee 3 days prior to the committee meeting.
7. If last minute changes are made by the committee chair, the secretary or the chair will forward these additional items via email to council no later than Noon on the day of the committee meeting.
8. Any member of council or the mayor may request that an item be added to a committee's agenda provided this time restriction is followed. Exceptions may be made in case of emergency.

9. In order for a motion to be placed on council's monthly regular business meeting agenda, a majority of committee members present must agree. Voting may be informal and motions need not be formally proposed. If one or more committee members are absent, the chair may ask other members of council present to fill in as a committee member on an interim basis.
10. The Committee Chair (or Borough Secretary) shall prepare the agendas for all committee meetings at the chair's discretion, and will provide an outline or draft of each agenda at least 24 hours in advance of the committee meeting to all committee and council members, as well as the mayor. This can be by email, personal delivery, or placement in elected officials mailboxes.
11. If the committee chair is absent, the meeting will be run by a committee member designated by the chair, or absent that designation, by the committee member with the most council seniority.
12. Committees will discuss items on their agenda one at a time. Discussion will be limited to the agenda item being considered and the chair may stop a member from speaking who deviates from the agenda.
13. Parliamentary procedure (as outlined in council meeting rules) will be followed only to the extent that the chair needs to maintain order and keep committee business moving. Meetings will be considered informal, generally, except that the chair is ultimately responsible for the direction of the meeting and for halting debate or discussion when he/she deems that comments have become repetitive or add little to the ongoing discussion and only prolong the length of time of the meeting.
14. Generally, guest speakers asked to make a presentation at committee meetings are limited to 5-10 minutes. However, the committee chair has discretion in this matter.

Approved: January 20, 2010