

**TOWN MEETING STUDY AND IMPROVEMENT COMMITTEE**  
**(October 30, 2017 Town Meeting Standing Vote, Article 15)**  
**(May 21, 2018 Town Meeting Standing Vote, Article 9)**

**Purpose**

The purpose of the Town Meeting Study and Improvement Committee (“the Committee”) is to strengthen and thereby preserve the representative Town Meeting as the legislative branch of the Town government by:

- providing a continuing review of the conduct and procedures of the Town Meeting, and other matters which pertain to Town Meeting.
- making such recommendations to the Moderator and/or the Town Meeting as to ways and means of improving Town Meeting procedures, operations, and attendance as said Committee deems appropriate.
- incentivizing more of the Town’s citizens to seek the office of Town Meeting Member.

**(a) The Town Meeting Study and Improvement Committee; Duties of the Committee**

There shall be a Town Meeting Study and Improvement Committee of the Representative Town Meeting consisting of as many members as there are precincts (plus 1 member from any precinct when required to achieve an odd number of members) who shall be appointed as required by Section (b) “Committee Appointments,” by the Moderator. Each member so appointed shall be a member of said Town Meeting and shall not be an at-large member of such Town Meeting.

*Duties of the Committee.*

The duties of the Committee shall undertake shall include, but not be limited to the following:

- 1) Periodically conduct surveys of the Town Meeting Members to assess their level of satisfaction, their issues, and their recommendations for improvement.
- 2) Develop and maintain a comprehensive Town Meeting Handbook including presentation guidelines.
- 3) Take responsibility for the education and orientation of new Town Meeting members.
- 4) Communicate with Town Meeting members and the general public about Town Meeting through various means including the use of Information Technology.
- 5) Assess the adequacy and timeliness of information provided by Warrant Article sponsors and Advisory Committees, Boards, and Commissions, and make recommendation to said Advisory Committees, Boards, and Commissions for improvement.
- 6) Assess the adequacy of the physical facilities (e.g., Seating, Audio/Visual Systems, etc.) and make recommendations to the appropriate Town Board or Department for improvement.
- 7) Organize pre-town meeting forums.
- 8) The Committee shall perform such other duties as Town Meeting shall determine from time to time.

**(b) Committee Appointments; Term of Office; Termination of Membership; Committee Vacancies**  
*Committee Appointments.*

Within 30 days from the adoption of this By-Law, applications to be considered for appointment to the Town Meeting Study and Improvement Committee shall be forwarded (via mail or email) to all Town Meeting Members by the Town Clerk. Applications will be considered up to 30 days from the date of mailing. The Moderator shall consider all applications and appoint one member from each precinct where possible. If there are no applicants from a precinct, the Moderator shall first appoint a member from the other applicants and then from the Town Meeting body until the requisite number of members is reached. Those appointed shall be notified by the Town Clerk and sworn in.

Additional applications may be submitted any time after the initial 30 day period to be considered for appointment to fill vacancies or to serve on sub-committees.

*Term of Office.*

Each member shall serve on the committee for the duration of his/her term of office as a town meeting member. Each member's term shall begin upon notification of appointment and swearing in by the Town Clerk. Each member's term shall expire upon the dissolution of the Annual Town Meeting that coincides with the expiration of the member's term of office.

*Committee Vacancies.*

When a position on the Committee becomes vacant for any reason the Moderator shall appoint a new member in the following order until the requisite number of members is reached:

Re-appoint a member who has been re-elected and is still willing to serve, for not more than two consecutive terms.

From amongst those applicants who are on file with the Town Clerk and who are still willing to serve,

From the Town Meeting body

.The Moderator shall appoint a member from each precinct where possible. The term of office shall be as specified in Section (b) *Term of Office*.

*Termination of Membership.*

Membership on the Committee shall terminate when the member submits a letter of resignation to the Town Clerk or ceases to be a Town Meeting member.

**(c) Committee Internal Organization and Procedures: Officers, Subcommittees, Minutes**

*Officers.*

Upon dissolution of each Annual Town Meeting, the Committee shall elect from their membership a chairperson, vice-chairperson, and a clerk, to serve until the dissolution of the next Annual Town Meeting. The Committee shall meet at the call of the Chairman or of any three (3) members thereof. The quorum for such meetings shall be five (5) in number.

*Subcommittees.*

The Committee may, from time to time, constitute subcommittees as it deems appropriate.

Subcommittees may include Town Meeting members who are not members of the Committee. Each subcommittee shall be chaired by a member of the Committee and appointed by the Chair of the Committee.

*Minutes.*

The Committee shall keep minutes of its proceedings and shall file these minutes with the Town Clerk. The proceedings of the subcommittees shall be rendered as reports to be included in the Committee's minutes.

*Reporting.*

The committee shall issue a report at the Annual Town Meeting and shall file the report with the Town Clerk.