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TOWN OF JACKSONPORT

COMMITTEE BYLAWS AND RULES

Approved by the Town Board on March 22, 2016

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The Jacksonport Town Board has determined that establishing and formalizing the roles of various committees shall improve the efficiency of the Town's governance and provide clear responsibility for various Town functions. The Town Board has determined that the delegating some operating responsibilities to various committees shall provide better service to Town residents. Most importantly, it shall provide the Town Board with sound advice and recommendations on Town operations and enable the Town Board to make decisions that are more informed. The Town Board retains the ultimate responsibility for the operations of the Town.

1. COMMITTEE/COMMISSION ORGANIZATION

The Town Chairperson shall recommend all appointments to the various committees subject to the Town Board's approval. Each committee may include one Town Board supervisor as a voting member. The Town Board Chair shall designate the Chairperson for each Town committee on an annual basis.

2. COMMITTEE/COMMISSION MEETINGS

All committee or commission meetings shall be held at one of the following locations: the Jacksonport Town Hall or other accessible locations. The Committee chairperson is responsible for compliance with the Open Meetings Law and Open Records Law requirements and shall work with the Town Clerk to insure all notifications are done properly.

3. QUORUM

A majority of committee/commission membership shall constitute a quorum for the transaction of business.

4. ABSENCES AND ATTENDANCE

Any member of a committee or commission who has knowledge of the fact that he/she will not be able to attend a scheduled meeting shall notify the Town Clerk of his/her anticipated absence at the earliest possible opportunity. The Town Clerk shall notify the Chairperson of the affected committee or commission in the event that the projected absence(s) will produce a lack of quorum. If the Town Clerk or chairperson is not notified of an absence, it will be recorded as an unexcused absence. Committees and commissions only function if members attend meetings, and, therefore, regular attendance is expected. If a member misses more than three regular meetings during the preceding twelve months for whatever reason, the Chairperson shall report that lack of attendance to the Town Chairperson. The Town Chairperson may recommend removal to the Board of any committee or commission member whose attendance at meetings exceeds the stated guideline.

To the extent provided by these Bylaws, the various committees, commissions and boards, may, in addition to conducting meetings in which each Supervisor participates in person, and at the discretion of the chairperson, conduct any regular or special meeting by the use of an electronic means of communication, provided that:

- a) All participating members can simultaneously hear each other during the meeting;

- 1 b) All communication during the meeting is immediately transmitted to each participating
2 member, and each participating member is able to immediately send messages to
3 all other participating members; and
4 c) All requirements of the Open Meetings Law are met.
5 d) Committees with five or fewer members may have one member participate
6 electronically. Committees with more than five members may have two members
7 participate electronically.
8

9 A member participating in a meeting by any means pursuant to this Section shall be
10 deemed to be present in person at the meeting.
11

12 **5. AGENDA AND MINUTES**

13 Whenever a committee or commission meeting is scheduled the Chairperson of that
14 committee or commission shall see that a written Agenda is provided to all the committee or
15 commission members at least forty-eight (48) hours prior to such meeting. The Chairperson
16 shall record the attendance and minutes of all committee or commission meetings, or the
17 Chairperson may designate an individual to record the minutes of the meetings. The
18 Chairperson or his/her designee is responsible for seeing that a copy of the minutes is
19 provided to the Town Clerk prior to the next Town Board meeting.
20

21 **6. COMPENSATION**

22 Committee/commission meeting means the convening of a quorum of the members of a
23 committee or commission for the purpose of exercising the responsibilities, authority, power
24 or duties delegated to or vested in the committee or commission. Members of a particular
25 committee or commission may receive compensation as established by the Town Board.
26 Members shall submit written documentation regarding their attendance at meetings as
27 required by the Town Board.
28

29 **7. BUDGET**

30 If applicable, all committees shall prepare an annual budget and submit that document to
31 the Town Clerk by the date established by the Town Board.
32

33 **8. OTHER**

34 All committees and commissions shall be governed by the Robert's Rules of Order, which
35 are hereby adopted by the Jacksonport Town Board. If applicable, the term "Chairperson"
36 shall be substituted for the term "Town Chairperson."
37

38 **9. DEFINITIONS**

39 Supervisor shall mean an elected Supervisor or the Town Chairperson of the Town of
40 Jacksonport.
41

42 Resident shall mean a person who resides in the Town and is a registered voter or eligible
43 to become a registered voter.
44

45 Citizen shall mean:

- 46 (a) A person who is a Town property owner; or
47 (b) The owner/manager of a business located in the Town; or
48 (c) A person with recognized experience and qualifications for a particular
49 committee.
50

51 **10. COMMITTEES**

1 The following descriptions are intended to be summaries of the roles and responsibilities of
2 the various Town Committees and are subject to change by the Town Board.
3

4 **FIRE COMMITTEE**

5 The Jacksonport Fire Committee shall consist of five residents, one who shall be the
6 designated representative of the Fire Department or four residents and one citizen member
7 with recognized experience and qualifications related to fire and emergency services with
8 five-year terms. The Fire Chief shall be an ex-officio member of the Fire Committee. The
9 Fire Committee:

- 10 (a) Shall exercise oversight of the Fire Department and the provision of
11 emergency services provided to the Town;
12 (b) Prepare an annual report on the activities and operations of the Fire
13 Department along with recommendations for future improvements;
14 (b) Prepare an annual budget and submit it to the Town Board.
15

16 **PARKS COMMITTEE**

17 The Parks Committee shall consist of five residents or four residents and one citizen
18 member with recognized experience and qualifications related to parks management and
19 improvement with three-year terms. The Parks Committee shall:

- 20 (a) Provide oversight of activities occurring in the Town parks, and operate,
21 maintain and improve the Town Park System in accord with Wis. Stats.
22 §27.02-§27.06;
23 (b) Coordinate the usage of Town Parks and facilities for all festivals and ongoing
24 regular usage;
25 (c) Prepare an annual report on the activities and operations of the parks along
26 with recommendations for future improvements;
27 (d) Prepare an annual budget and submit it to the Town Board.
28

29 **PLAN COMMISSION**

30 The Plan Commission for the Town of Jacksonport shall consist of five residents or four
31 residents and one citizen member with recognized experience and qualifications related to
32 planning and development with three-year terms. The Plan Commission shall promote the
33 public health, safety, morals, comfort, prosperity, aesthetics, and general welfare of the
34 Town; encourage the protection of surface and ground water; stabilize and protect property
35 values; further the appropriate use of land and conservation of natural resources; preserve
36 and promote the beauty of the community; and implement the community's Comprehensive
37 Plan or plan components. The Plan Commission shall also encourage the economic
38 development of the Town by:

- 39 (a) Evaluating economic development and related activities in the Town; and
40 (b) Identify the strengths and weaknesses in the current Town economy; and,
41 (c) Recommend projects and public improvements in the Town that improve the
42 local economy; and
43 (d) Work to create jobs and development in the Town; and
44 (e) Work to create public improvements consistent with the approved land use
45 plan and economic development marketing plan.
46

47 The Plan Commission shall:

- 48 (a) Exercise the authority and responsibilities of a Town Plan Commission as
49 outlined in the State Statutes.
50 (b) Make recommendations to the Town Board on the issues requiring Town
51 Board approval.

- 1 (c) Prepare an annual report on the activities and operations of the Committee
- 2 along with recommendations for future improvements;
- 3 (d) Prepare an annual budget and submit it to the Town Board.

4
5 **BUILDING AND GROUNDS COMMITTEE**

6 The Building and Facilities Committee shall consist of five residents or four residents
7 and one citizen member with recognized experience and qualifications related to
8 building and grounds management and improvement with three-year terms. The
9 Building and Facilities Committee shall:

- 10 (a) Be responsible for the oversight of all repairs, maintenance and remodeling of
- 11 Town owned buildings, public properties including rights of way, other than
- 12 designated parks; except when such authority is specifically delegated to
- 13 another committee.
- 14 (b) Prepare an annual report on the activities and operations of the building and
- 15 facilities along with recommendations for future improvements;
- 16 (c) Prepare an annual budget and submit it to the Town Board.

17
18 **CEMETERY COMMITTEE**

19 The Cemetery Committee shall consist of three residents, or two residents and one
20 citizen member with recognized experience and qualifications related to cemetery
21 activities and operations with three-year terms. In addition, one member must be
22 from the Town Board. The Cemetery Committee shall be responsible for monitoring
23 the sales of plots and marking gravesites year round. The physical maintenance of
24 the grounds shall be the responsibility of the Parks Committee. The Cemetery
25 Committee shall:

- 26 (a) Prepare an annual report on the activities and operations of the cemetery
- 27 along with recommendations for future improvements;
- 28 (b) Prepare an annual budget and submit it to the Town Board.

29
30 **TOURISM ZONE COMMISSION**

31 The Door County Tourism Zone Commission is an intergovernmental entity established by
32 the municipalities in Door County to encourage tourism, the success of which is measured
33 by an increase in overnight stays at various lodging establishments. The Commission is
34 responsible for collecting a 5.5% tax on room charges. Based upon the room tax collected
35 to date Jacksonport is entitled to and has appointed one resident or citizen to serve as
36 voting members of the Tourism Zone Commission. That resident or citizen will preferably
37 own or operate a lodging establishment(s) in the Town and will serve one-year terms on the
38 Commission. Any appointments to the Tourism Zone Commission are considered other
39 committee appointments.

40
41 **11. COORDINATION**

42 The Town Board has determined that the public and Board itself shall be better served
43 through the creation of various committees to provide information and recommendations on
44 the operation of the Town. The various committees shall also be responsible for the Town
45 operations as outlined in their description of duties. The creation of the Committees is
46 intended to assist the Board in its decision-making and not supplant the Board's authority.
47 The Board also directs that the various committees shall work closely together to
48 coordinate efforts and provide the best possible public service. The Town Chairperson shall
49 determine which committee is responsible for an issue if there is uncertainty.

50

1 **12. TERMS OF OFFICE**

2 The terms of office for each committee shall be specified above. The standard term of office
3 shall commence on June 1st. A committee member whose term has expired shall continue
4 to serve on the committee past the June 1st date until the Town Board acts on the Town
5 Chairperson's recommendations. The Town Board shall stagger terms for the initial
6 appointments. A person appointed to fill a vacant position created by a committee member
7 who resigns before their term expires shall serve for the remainder of the term.

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9 The term for the initial appointments to the committees shall commence on the date
10 approved by the Town Board and shall expire on May 30th following the appropriate number
11 of years of service as specified.

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