

**ORGANIZATION:** Improving Governance Task Force

**Agenda**

**MEETING**

**PUBLIC HEARING** (Please circle appropriately)

**Date:** 19 April 2024

**TIME:** 4:00 PM

**LOCATION:** Virtual Meeting via Zoom

**PURPOSE:** Regular Meeting

**REQUESTED BY:** John Christensen, chair

*ALL MEETING NOTICES MUST BE FILED AND TIME STAMPED IN THE TOWN CLERK'S OFFICE AND POSTED ON THE MUNICIPAL BULLETIN BOARD 48 HOURS PRIOR TO THE MEETING. (in accordance with Chapter 303 Acts of 1975)*

**Committee business**

- 1. Approval of Minutes 5 April 2024
- 2. Next meeting date: 3 May 2024 4:00 PM

**First Business**

- 3. Approval of the Final version of Appointment Letter.
- 4. Set some deadlines for Committee Pages
  - a. Ready for proofreading
  - b. Ready for approval
  - c. Roll out
- 5. Structure the roll out

**Continuing Business**

- 6. For Committee pages, define "nice to have" and "must have"
- 7. Categorize committees. Some things to look for:
  - a. Specified in MGL or not
  - b. Appointed
    - i. for the purpose, by Select Board
    - ii. from other committees, by those committees
  - c. Elected
  - d. With staff and without
  - e. Have Town by-laws or don't
  - f. Have term length defined
  - g. Have special duties or powers

Committee Pages

bb4. What are the processes to make changes (in bylaws)?

We need to review existing town/committee by laws and find out where theholes are.

The Handbook has to spell out how to manage committee functions.

Who to go to with problems? what is the process? Are hearings involved? Who adjudicates?

**Subjects not anticipated by the Chair.**

## Back-burner

[NO PRIORITY ORDER]

bb1. Importance of stake holder interests—we need to consult with assistants, members and chairmen to learn their thoughts, ideas and incorporate that into our process and any suggestions we make. *What does this look like in practice? How do we put it into motion?*

bb2. Term Limits-pros and cons

bb3. Practice of committee members abstaining from votes citing “conflict of interest,” but participating in debate and discussion, and abstaining when not needed.

bb4. What are the processes to make changes?

☐ We need to review existing town/committee by laws and find out where the holes are.

☐ The Handbook has to spell out how to manage committee functions.

☐ Who to go to with problems?; what is the process?; Are hearings involved?; Who adjudicates?

bb5. Need a process to “on-board” committee chairmen and members. How committees should function or how to improve committee function? How to get rid of problem members? (see above #4)

bb6. Are all current boards and committees necessary?

bb7. Is there an expectation and/or mechanism to regularly report committee deliberations to their appointing boards? Importance? How to institute? How often—quarterly?

bb8. Complexity of committee and chairman training component of task force work

bb9. Investigate training options—Mass Municipal Association and others

bb10. Importance of comprehensive complete contact list of committee members—how to get names and contacts and who/where should it reside?

bb11. Conflict of Interest

bb12. Is a procedure needed to remove committee members? How would it work?

bb13. Need for contact data base for all volunteers (see #10 above)

bb14. Regular customer satisfaction surveys

bb15. Audit function is important, self audit, outside audit

bb16. Necessary policies

1. Term limits
2. Recruiting and “removal”

Bb17 Initial training and orientation

West Tisbury is inviting you to a scheduled Zoom meeting.

Topic: Improving Governance Task Force

Time: Apr 19, 2024 04:00 PM Eastern Time  
(US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/86462377193?pwd=uGkR8zDEMdlaU1eXQogx0gz0tI2l8Z.1>

Meeting ID: 864 6237 7193

Passcode: 162110

Dial by your location

- +1 305 224 1968 US
- +1 309 205 3325 US