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Mayor Judith Hale

## CITY OF SEMMES ADVISORY COMMITTEE ROLES & EXPECTATIONS *Revised June 2, 2014*

**ADVISORY COMMITTEES:** The Mayor of the City of Semmes has established "Advisory Committees" composed of Council Members and individuals from the Community (both within the City Limits as well as the Jurisdictional Limits). These Advisory Committees function as a "working" arm of the City Council. Advisory Committees enable Council Members to split the workload and concentrate their efforts toward improving specific areas. Advisory Committees may be dissolved or new ones created as needed.

The principal job of an Advisory Committee lies in the investigation, study and evaluation of that segment of the municipal operation assigned to it. Committees report recommendations to the Mayor and City Council usually with a Project Request Form (PRF). It should be emphasized that memberships on an Advisory Committee does not carry any administrative powers. The Advisory Committee cannot implement their recommendations without formal approval from the Mayor and/or the City Council. All expenditure of funds as well as legislative decisions are only made by the Mayor and/or City Council (by Ordinance or Resolution) prior to implementation.

Advisory Committees are a structured way for individual citizens to work closely with Council Members and share their opinions and perspectives, study issues and develop recommendations in a focused, small group structure. The primary purpose of an Advisory Committee is to provide advice, from a citizen perspective, to the City Council. These committees should discuss, formulate and transmit well-developed, thoughtful recommendations to the Mayor and City Council in a timely manner.

Specific goals/projects are assigned to each Advisory Committee by the Mayor based on the current and future needs of the Community. These goals/projects are developed based on perspectives and advice from the City Council, key issues, public comments received at Council Meetings, town hall type meetings, emails, personal contacts and letters, or just the general recognized need. Goals/projects may be amended or modified, escalated in priority, new ones created or even some removed from the Advisory Committee Charters by the Mayor as necessary.

Advisory Committees should develop work plans for the specific goals/projects assigned – in developing these work plans, the committees should consider:

- Established City Council goals
- Comprehensive Plan
- Budget
- Resource availability
- Member available time
- Committee Member knowledge, interest and expertise

**Regular Updates/Reports to City Council** – To keep the Council and the general public abreast of the progress being made on individual projects, a representative from each Advisory Committee will prepare a presentation (using a City of Semmes template) that will show specifics on each project, progress made since last update to Council and specifics for tasks moving forward. Also on this report will be the original target date that the project is scheduled to be completed and any revisions that have been made (moving up or moving back).

**Project Request Forms (PRF)** – When a project scope has been completed, a PRF will be in order to be presented to the Mayor and/or City Council for approval. The Chair of the specific Advisory Committee will be responsible for generating the PRF and scheduling it with the City Clerk to appear on the Work Session as well as the Regular Council Meeting agendas. A PRF will contain the following minimum information:

1. Name of Project
2. Purpose of Project
3. Specific project information
4. Estimated timeline: Start Date and Completion Date
5. Preliminary sketch of project - before/after

6. Photos of project site
7. Cost estimates for materials and labor
8. Estimate of number of volunteers needed (detailed)
9. Source of funding for project
10. Estimate of continued maintenance costs (yearly or monthly) and funding sources

**MEETING SCHEDULE:** The Advisory Committees will meet 7875 Moffett Road, Unit #F on the dates/times chosen during the Organizational Meeting. Advisory Committee meetings cannot conflict with other regularly scheduled City Committee, City Council, or Planning Commission meetings. ***The Advisory Committee Meetings will be conducted in public session and as Open & Public Meetings.*** “Special Meetings” can be called by the Chair, given 24 hours notice, when 3 or more members have agreed to meet with the requirement that at least the Chair or Co-Chair can attend to conduct the meeting. ***Notices for “Special Meetings” must be posted in the posting locations listed in the City Council approved Resolution #2011-31.*** If the regularly scheduled monthly committee meeting date falls on a recognized National holiday, the monthly meeting can be cancelled or re-scheduled by the Chair at his/her discretion. The Chair is responsible for communicating with committee members if there are any changes in the meeting schedule as well as with the City Clerk to ensure that the website calendar is updated and a Special Meetings Notice is adequately posted.

Each Advisory Committee Chair will designate a recording secretary. In the recording secretary’s absence, the Chair will appoint a temporary replacement.

The Committee Chair will prepare a meeting agenda which will be presented at the beginning of each meeting. Committee members will submit agenda topics to the Chair at least 1 week in advance of the monthly meeting. The Committee Chair will be responsible for forwarding a copy of the Final Meeting Agenda to the City Clerk prior to the scheduled committee meeting.

The Committee Chair (with assistance from the recording secretary) will be responsible for forwarding a copy of the “approved” meeting minutes and an agenda copy for the same meeting to the City Clerk, as well as attendance records to satisfy the requirements for Resolution #2012-123 (Resolution Adopting Procedure for Council Meeting Attendance and Payroll).

## Meeting Structure:

1. Call to Order
2. Roll Call
3. Approval of the minutes of the previous meeting
4. Public Comments
5. Presentations, guest speakers
6. Agenda Topic Discussions by Committee Members
7. Motions/2<sup>nd</sup>/Roll Call vote on proposed Ordinances/Resolutions to present to the City Council (must be majority vote)
8. Other business that might come before the meeting
9. Adjourn

## Expectations for Advisory Committee Members -- It is expected that:

1. All Advisory Committee Meetings will be conducted in public session as noted in the Alabama Open Meetings Act. Please be careful to not deliberate about Committee work and issues via e-mail or in unnoticed "side meetings or gatherings" as these actions may be in violation of open meeting act laws. **At no time should a quorum of the City Council present at any committee meeting deliberate a matter that will come before the Council at a later date.**
2. Individual committee members and the collective group will be fair, impartial and respectful of the public, City staff, and each other.
3. Committee members will respect the limitations of their individual and collective authority – the role of the Advisory Committees is to advise the City Council. Please keep in mind that committee appointment does not empower any of the members to make final decisions or to supervise City Staff.
4. Members will strive to appreciate differences in approach and point of view, whether from each other, the Semmes Community, the City Council, or City Staff.
5. Advisory Committee Members will actively pursue the opinions and desires of residents of the Semmes Community in order to make wise recommendations to City Council on projects.
6. The Advisory Committee Members will attempt to reach consensus on topics.
7. The time and efforts expended by our Advisory Committee Members are very much appreciated by the Semmes Community, Mayor & City Council and the City Staff.