

Lincoln Comprehensive Long Range Planning
Sub-Committees Process Guidelines

CLRPC Sub-committee Procedures and Guidelines

Receivables

Each sub-committee will receive the following documents for their use:

- A copy of the Open Meeting Law language
- The proposed CLRPC activity timeline
- CLRPC and Sub-committee Charge and Scope

Procedural Issues

- Sub -committees should self organize into “chair” and “clerk”
- Sub-committees will preferably meet two to three times between each CLRPC meetings to ensure continuity of progress
- The sub-committee Chair will handle scheduling/posting of meetings with the Town Clerk and on web (See compliance bullets below)
- Sub-committees will quickly establish their priority of “tasks” to be completed, and establish smaller groups to complete these tasks
- Sub-committee will determine what tools or assistance is needed for each task and quickly inform the Steering Committee of these needs
- It is expected that any member of a sub-committee who is not able to attend a scheduled sub-committee meeting will notify the Chair with as much advance notice as is possible.
- It is expected that each sub-committee member will not miss more than three sub-committee meetings, as lack of attendance causes difficulty in completing assigned tasks.
- Prior to authorizing any expenditure of funds which will be charged to the Town, the sub-committee shall obtain the permission of the CLRPC or the Steering Committee prior to such expenditure.
- Payment of all invoices shall be processed through the Steering Committee.

Compliance Issues

- All sub-committee meetings must follow the Open Meeting Law which requires posting of the meeting with the Town Clerk by the sub-committee Chair, or his/her designee, at least 48 hours prior to the meeting
- To ensure compliance with the Open Meeting Law, individuals will use email correspondence ONLY for sharing of information. Email will not be used as a substitute for meeting, or for any debate and decisions on issues being considered by the CLRPC and its sub-committees
- Each sub-committee clerk will prepare minutes of each meeting. These minutes will be reviewed and voted approved by the sub-committee at a

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subsequent meeting. Once approved, the minutes will be filed, posted on the web, and sent to the CLRPC.

Coordination

- Sub-committees will inform the CLRPC and the other sub-committees of all scheduled meetings to allow for opportunities for attendance, prepare for discussion, etc. It is expected that sub-committees which share common issues will initiate a process by which to adequately discuss overlapping issues and resolve conflicts during the planning process
- Sub-committee Chairs will notify the Steering Committee of any sub-committee process issues (people not attending/cooperating/effective/etc)
- Sub-committees will work with the CLRPC or Steering Committee in determining schedule for public participation events

Communications

- At each CLRPC meeting, each sub-committee will give a BRIEF report out of the status of the group activity and progress made, concerns identified, etc.
- It is expected that most, if not all, members of a sub-committee will sign-up for receipt of email notification of any updates to the web page
- Sub-committees will make every effort to keep the other CLRPC participants, and the public, informed of their progress by submitting regular update statements to the town web page.

Deliverables Required of Sub-committees

- Initial summary of tasks and goals established
- Monthly update statements to the CLRPC
- Interim written reports to CLRPC
- Final written report