



Clear Lake Road Committee Rules of Procedure

Adopted March 16, 2023

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Article 1 Name, Purpose, Powers, and Jurisdiction

- 1.1 Name: The name of the Committee shall be the Clear Lake Road Committee (“Committee”).
- 1.2 Purpose: The purpose of the Committee is to provide guidance to town elected officials and staff on how our roads are to be maintained. To achieve this purpose, the Committee will assess the importance of our roads on the community’s lifestyle, develop a road vision statement, develop a road policy/mission statement, and develop supporting materials which govern the implementation of the road policy for town council to consider adopting.
- 1.3 Powers and Duties: The Committee is an advisory group to the Clear Lake Town Council
- 1.4 Jurisdiction: The jurisdiction of the Committee shall be the Town of Clear Lake corporate limits.

Article 2 Meetings

- 2.1 Regular Meetings: The Committee will meet ~two (2) times per month (or as nearly as practical thereto) in March, April, May, June, and July. Regular meetings may be canceled if there is no business.
- 2.2 Place of Meeting: Committee meetings will be held remotely on Zoom and if a face to face is desired it will take place in the Clear Lake Town Hall. All meeting times will be at 5 PM (or as nearly as practical).

[Join Zoom Meeting – Link listed on website](#)

<https://us06web.zoom.us/j/6479705713?pwd=bGoxRjllTXNXeWRhQlcrVzljajUwdz09>

Meeting ID: 647 970 5713

- 2.3 Notice of Meetings: The committee meeting agenda will include the next meeting date and time to ensure member availability. Notice will also be given to all members of the Committee by e-mail.
- 2.4 Minutes of Meetings: The Committee shall keep minutes of each meeting. These minutes shall be presented to the Committee at the next regular succeeding meeting for approval. When approved, the minutes shall be posted on the Town of Clear Lake’s webpage.
- 2.5 Order of Business: The following order of business shall be followed at all meetings of the Plan Commission.
- A. Chairperson shall call meeting to order
 - B. Approval of Agenda
 - C. Approval of minutes from previous meetings
 - D. Unfinished business
 - E. New business
 - F. Next Meeting
 - G. General Discussion
 - H. Adjournment
- 2.6 Quorum and Official Action: A majority of the voting members per paragraph 3.5 present at meetings, shall constitute a quorum.

2.7 Late Night Meeting Policy: It shall be the policy of the Committee to conclude all meetings at or before 7 PM. In the event that agenda items or other Committee matters have not been acted on by 7 PM on any meeting day, the meeting shall be recessed and reconvened the following evening, in the same location at 5 PM, unless otherwise announced. All items or matters not acted on during the recessed meeting may be acted on during the reconvened meeting without. The above notwithstanding, the Committee may extend any meeting beyond the hour of 7 PM with a vote of at least three- fourths ($\frac{3}{4}$) of all members present provided a quorum of the Committee exists.

Article 3 Membership and Officers

3.1 Membership: The Committee membership shall be:

- A. One (1) Council person.
- B. Four (4) citizen members.
- C. One (1) Road Engineering Firm.
- D. As needed nonmember Subject Mater Expert (SME) consultants.

3.2 Terms and Removal: The Committee Chairperson may remove a member from the committee for cause. A member who is removed may, within one week after receiving notice of the removal, appeal the removal to the Town Council President. The President may, pending the outcome of the appeal, order the removal or stay the removal of the member.

3.3 Officers:

- A. Committee Chairperson will be the Council Person.
- B. Vacancy: Whenever any office and/or member becomes vacant, the Committee Chairperson will name a successor at its next regular meeting to complete the remainder of the committee's term.
- C. Duties of Each Officer:
 - i. The Chairperson shall preside over each regular or special meetings of the Committee and keep records of all meetings.
 - ii. The Chairperson shall designate a committee person to preside over and assume the duties and responsibilities of the Chairperson at any meetings at which the Chairperson is absent.

3.4 Conflict of Interest: The Committee is solely an advisory committee to the Clear Lake Town Council and therefore members are not expected to have a conflict of interest. Unique circumstances will be handled on a case by case basis.

3.5 Voting:

- A. Each member listed in 3.1 (A) & (B) of the Committee shall have one (1) vote.
- B. Decisions of the Committee shall be by voice vote.
- C. All members present at meeting shall vote on every matter unless prevented by conflict.

Article 4 Budget

4.1 Budget: The Committee Chairperson shall work with the Clear Lake Clerk-Treasurer to coordinate/secure the budget approved by the Town Council.

Article 5 Amendment and Conflicting Statutes

5.1 Amendment: These Rules of Procedure shall be amended by two-thirds (2/3) of the membership at any regular meeting or special meeting called for the purpose of amending the Rules of Procedure of the Clear Lake Road Committee.

5.2 Powers and Duties: The powers and duties of the Clear Lake Road Committee are limited to an advising the Town of Clear Lake Town Council.

Adopted by the Clear Lake Road Committee on this 16th day of March 2023.

Article 6 Table of Amendments

Approval Date	Article Affected	Brief Description of Changes
3/16/2023		Initial Adoption