



## TOWN OF LANCASTER TAX FAIRNESS COMMITTEE OPERATING GUIDELINES



### Purpose

As a newly formed Committee whose mission is of vital importance and actions are time-sensitive, the following Committee operational guidelines have been adopted by Lancaster's Select Board, as Appointing Authority for the Committee, to outline what is expected of Committee Members' relative to attendance and other pertinent considerations.

### Role of the Chair

The Committee shall nominate and vote for one member to serve as Chair of the Committee. This person shall be responsible for guiding the Committee in its work, as outlined in the Committee Charge, and communicating with the Select Board or their designee when questions, problems or other needs arise relative to Committee business.

Additional duties include:

- Facilitating Committee meetings; determining agenda topics/items and ensuring meeting notices and Committee minutes are posted in accordance with MA Open Meeting Law.
- Serving as the primary communication link with staff concerning the activities of the Committee.
- Ensuring members of the Committee complete tasks as assigned to them or, in cases where tasks are not complete, delegating them to other Committee members.
- Working with Town Administration to develop a Committee budget should funding needs arise.
- Acting as lead facilitator for the group by:
  - starting and ending meetings on time;
  - establishing mutually agreeable ground rules for engagement of Committee members;
  - initiating and leading discussions by:
    - asking open-ended questions to elicit dialogue and posing points or counterpoints without controlling the meeting;
    - treating all opinions respectfully and fostering the same between all members;
    - making sure points are clarified and periodically summarized; and
    - being cognizant of those Committee members who may not be participating regularly and engaging them in the discussions; ensuring members don't dominate discussions.
- Summarizing and reviewing action items and/or assignments at the conclusion of each meeting, or as necessary; setting deadlines for task completion; holding members accountable.

### Role of the Member(s)

- Attending Committee meetings regularly and, if/when circumstances arise where attendance is not possible, communicating those absences to the Chair in a timely manner.
- Adhering to 'membership rule' which stipulates that should a Committee member miss three (3), or more, consecutive meetings without informing the Chair, the Committee *may* petition the Select Board to replace the member with an alternate.
- Communicating with the group relative to strategic direction for Committee business.
- Assisting the Committee with tasks and keeping informed about the affairs of the Committee.
- Proposing agenda items for consideration as needed to carry out Committee work.
- Working with the Chair, creating task groups and proposing programs, policies, and initiatives consistent with the Committee's Charge and scope.
- Reviewing and approving meeting minutes in a timely manner to allow for public posting and relaying information to the Community regarding Committee business.
- Forwarding reports, action items, discussion points and requests for assistance, via the Chair, to the Select Board.
- Selecting meeting dates and venues which work for the members' schedule; committing to the time necessary to meet Committee deadlines and/or contribute in a meaningful manner.

