

## **General Terms of Reference to Advisory Committees of Council**

1. The term of the advisory committee is concurrent with the term of Council and until the replacements have been selected.
2. A council representative, if interested and appointed by Council, will be a member of the committee.
3. An ad-hoc committee will be considered disbanded after its' mandate has been fulfilled.
4. Any committee member missing three (3) consecutive meetings without reasonable cause or explanation will be deemed to have resigned from the advisory committee.
5. Filling of vacancies for the committee will be considered by City Council.
6. City Council may choose to not fill the vacancy, go to the runner up list from the beginning of the Council term or accept a recommendation from the advisory committee.
7. Meetings will be held in public. All notices of meetings and committee minutes will be posted on the Committees page of the City's website.
8. Quorum consists of 50% of the members, plus one, being present. A simple majority constitutes approval of motions.
9. If quorum is not attained, no actions or recommendations emanating from a meeting have any force or effect.
10. Any recommendation reports from the Committee will be prepared by the staff liaison.
11. All advisory committees will abide by the previously approved "**Committee Protocol**".