Town Council Work Session
Agenda Item 2.d.

Agenda Item: **Town Council Ad Hoc Committees Guidelines Review**

Meeting Date: January 21, 2025

Category: Discussion

Prepared by: Amanda Kertz, Acting Town Clerk

Description:
This item is a request for the Town Council to review the Town Council's ad hoc committees' guidelines as part of the process related to the start of the Town Council's term. The three ad-hoc committees most recently established and confirmed by the previous Town Council are: (1) Herndon Youth Advisory Committee (HYAC), (2) Pedestrian and Bicycle Advisory Committee (PBAC), and (3) Herndon Diversity, Equity, and Inclusion Committee (HDEIC). The member term for HYAC aligns with the academic school year, while for HDEIC and PBAC, the terms align with the Town Council and expired on December 31, 2024.

Staff is seeking direction from the Town Council to confirm, disband, or revise the guiding documents for PBAC and HDEIC. The HYAC guiding documents will be brought to Town Council for review at the conclusion of the academic school year.

Background:
The Herndon Town Council, at the beginning of each term, reviews Town Council ad hoc advisory committees to determine whether to reinstate, revise, or disband existing committees. During its review of advisory committees, the Council will consider each committee’s mission, purpose, objectives, and related establishment documents to ensure alignment with the Town Council Strategic Plan.

The previously approved goals and objectives for the three groups are provided as agenda attachments for review and consideration.

Staff is recommending in accordance with best practices, that the guiding documents for the HDEIC and PBAC be revised to include a Town Council representative as a liaison to the Committee and not included as a voting member and serving as Chair. As an advisory committee to the Town Council, representatives from the governing body should serve as liaisons to help guide the committee, but not serve as an active member as the recommendations from these groups may go to the governing body for consideration and action. The recently re-established HYAC has been operating under

this model with the Town Council representative serving as a liaison, which allows for the members to serve as Chair, and the Council member does not count toward the quorum requirement for public meetings.

In addition, the Town Council may want to consider the number and types of members on each committee, as well as the mission, goals, and objectives during this meeting.

Timing Impact:
In accordance with Town Clerk Standard Operating Procedure TC 1.3, Boards, Commissions, and Ad Hoc Committee Procedures, the ad hoc committees generally meet at least four times per year. In order to not delay the committee meeting schedule, it would be prudent to promptly provide direction on the status of the committees in order to make appointments within the first quarter of the Council's term. Following the Town Council's discussion, the Clerk will meet in a closed session with Council to discuss specific appointments to the committees. After the groups are reconstituted, they can start holding meetings. The HYAC term coincides with the academic school year, and staff will report back on this group following the end of the school year.

Strategic Focus Area:



Good Governance

Fiscal Impact:
N/A

Legal Impact:
In accordance with Town Clerk Standard Operating Procedure TC 1.3, Boards, Commissions, and Ad Hoc Committee Procedures, at the start of each new term, the Town Council reviews ad hoc advisory committees to determine whether to reinstate, restructure, or disband existing committees. Town Council Resolution 08-G-142, adopted November 25, 2008, adopted guidelines to establish Town Council ad hoc advisory committees that the Town Council follows in evaluating the need and directing the establishment of issue-specific ad hoc advisory committees. During its review of advisory committees, the Town Council considers each committee’s mission, purpose, objectives, and related establishment documents. The Town Council will confirm, disband, or revise ad hoc committees’ mission, purpose, objectives, and/or composition in the first quarter of the Council’s term by resolution. The Town Council may also revise Committees’ mission, purpose, objectives, and related documents at any time by resolution.

Staff Recommendation/Next Steps:
Staff is seeking direction from the Town Council regarding the status of the existing ad hoc committees and any changes to the committees' establishing documents. Following this discussion and direction, staff will schedule a closed session to discuss specific appointments to the ad hoc committees.

Attachments:
1. HYAC Mission, Purpose, Objectives
2. PBAC Mission, Purpose, Objectives
3. HDEIC Mission, Purpose, Objectives