

TOWN OF SCITUATE CHARTER REVIEW COMMITTEE CHARGE

Mission:

The mission of the Scituate Charter Review Committee (SCRC) is to ensure an appropriate, effective and accountable organizational structure of Scituate Town government for its residents and constituents and to recommend to the Selectmen and Town Meeting suggested changes. Changes so approved shall be sent to the state legislature as a Home Rule petition for passage. The Committee shall particularly look for potential conflicts with current statutes and regulations, outdated methodologies and structures, best practices, gender neutrality, inefficiencies, conflicts within the Charter and other changes deemed necessary to ensure that the Charter is as efficient and responsive as possible. In no instance shall the Committee make recommendation for changes to the method of selection of any elected Board, Committee or Commission.

Membership:

The membership of the Scituate Charter Review Committee shall consist of 7-9 members, as determined by the Board of Selectmen. Membership shall include the following:

One (1) member from the Board of Selectmen
One (1) member from the Planning Board
One (1) member from the School Committee
And One (1) member from the Finance Committee

Governance:

The SCRC shall be appointed by and report to the Board of Selectmen.

Members of the SCRC shall be appointed to a one year term by majority vote of the Selectmen. The business of the SCRC will be conducted in accordance with the Massachusetts Open Meeting law. The members of the SCRC will elect a Chairperson, Vice-Chairperson and a Clerk. The Chair shall preside at all meetings of the Council.

The Chair shall be responsible for preparing the agenda, notifying members of the meetings at least two (2) weeks prior to the meeting, except in emergency circumstances, and posting of the meeting in accordance with the Massachusetts Open Meeting law (G.L. c. 30A, §§ 18-25). Agenda's will be sent to the Town Clerk at a minimum of 48 hours in advance to post and posted by the SCRC on the Town of Scituate website.

The Clerk shall be responsible for taking the minutes at all meetings. The Clerk shall prepare a copy of the minutes and present them at the next meeting to be approved by the members. The Clerk shall be responsible for posting the minutes on the Town's website. The Clerk shall be responsible for any and all other correspondence required by the Council. The Clerk shall be responsible for keeping the records of meetings and making them available upon request according to the Massachusetts Public Records Law (G.L. c. 4, § 7, cl. 26). A copy of the meeting minutes shall be provided to the Town Clerk.