



Standard Operating Procedure

Department: Borough Council	Issue Date: 1/26/2015	SOP # 102-09-002	Resolution # 2017-000
Title: Operation of Advisory Committees		Approved by: Mayor and Council	

I. Purpose

- a. This procedure will outline the roles and responsibilities of advisory committees, oversight, authority and reporting requirements.

II. Policy

- a. It shall be the policy of the Borough of New Providence that all Advisory Committees are responsible to the Mayor and Borough Council.
- b. Advisory Committees are created as needed for specific purposes.
- c. The chairperson and members of the Advisory Committees are appointed annually for a one-year term.
- d. Once the work of the advisory committee has been concluded, the committee shall be disbanded.

III. Roles and Responsibilities

- a. **Chairperson** – The chairperson shall be responsible for the overall operation and functioning of the committee. The chairperson shall schedule meetings, prepare agendas and coordinate resources necessary for the committee.
- b. **Committee Member** – Members shall support the chairperson and work on projects as assigned by the chairperson. Members shall provide input and advice on matters where they have particular expertise.
- c. **Borough Council Liaison** - Shall provide periodic reports to the governing body concerning progress of the committee. The Borough Council Liaison consults with the Borough Administrator relating to resources necessary for the operations of the committee.

IV. Procedure

- a. Members of advisory committees shall work as a team toward the goals of the committee and work on projects as assigned by the chair of the committee.
- b. Individual committee members may not contact Borough staff directly, without first consulting with the Borough Administrator.
- c. Individual committee members may not contact outside entities, such as officials from other municipalities or Union County without first consulting with the Borough Administrator.

V. Reporting

- a. The Borough Council Liaison shall provide periodic reports to the Mayor and Council on the work of the committee.
- b. Presentations to the governing body shall be made at least once annually by each of the advisory committees.

Reviewed: 12-15-16