

# NMML POLICY COMMITTEE GUIDELINES

All five Standing Policy Committees will be governed by these guidelines in order to establish uniformity and efficient committee work.

## LEADERSHIP AND STAFFING

- All committees will have a Chair and Vice-Chair appointed by the President of the Municipal League. These individuals will serve a two year term.
- The Chair or Vice-Chair shall convene and preside over the committee meeting.
- All committees will be staffed by an NMML staff member.
- All committee meetings will be called by the NMML President or Executive Committee.
- All committees are expected to meet at least once annually, for an all-day session or until business is completed.

## COMMITTEE BUSINESS

- Each committee at its first meeting will review all resolutions assigned to it from the previous year or carried over from an earlier committee year because of lack of germaneness for a short session. The committee will vote to do one of the following for each existing resolution assigned to it.
  - delete,
  - resubmit (with amendments, if necessary),
  - refer to next year's committee (not germane for upcoming session),
  - refer to the appropriate other policy committee, or
  - incorporate in the Statement of Municipal Policy.
- Resolutions which have been under consideration for a three-year period with no legislative or administrative solution, will be deleted from the committee's agenda. The committee reserves the right to recall any of these deleted resolutions for reconsideration.
- The committee will next consider any new resolutions brought before it and will vote to submit (with amendments, if necessary), to reject the proposed resolution, or to refer it to the appropriate other policy committee.
- Each committee will give all resolutions it submits to the Resolutions Committee a priority rating of "High", "Medium", or "Low", including all resolutions that the committee has voted to have drafted for submittal. The committee will then rank all its "High" priority resolutions by number, with "1" being the highest priority.
- Each committee will next review its assigned sections of the Statement of Municipal Policy and will vote on any suggested deletions, additions or other amendments.
- Each committee will keep a record of all its actions on resolution and on policy statements, including all amendments adopted.

## COMMITTEE ROLE

The role of the membership on each committee will include:

- Identify the problems of cities, towns, and villages.
- Explore alternative solutions to these problems.
- Work with resolutions submitted to the committee or develop resolutions which present the best interest of all municipalities on issues within the purview of the committee.
- Recommend changes to the Statement of Municipal Policy on issues within the purview of the committee when appropriate.
- Apply adopted Municipal Policy Statements in the review of proposed legislation and regulations.
- Recommend committee positions on proposed legislation and regulations to the Board of Directors.