

Shire of Lionsdale Policy #1

Policy Making Committee

Introduction

This is a policy on adopting policy and the guidelines which we will be running the committee and process with.

The Shire of Lionsdale as part of forming it's policies and guidelines for operations of the Shire, have invited people to share in the process and join a committee. This was indicated at October 2007 council and not anywhere else. The first meeting was held at Christine Foulger's (aka Thora) residence on October 27, 2007 at 3:00pm. At this meeting it was decided that we should make recommendation on the committee for these policies first. This is what was decided.

Policy

1. Limit in size: 6-8 people
2. Regular discussion by email group
3. Needs to recognize that the committee members will fluctuate throughout the process. All committee members should be able to work as a team and be polite.
4. Positions within the committee will be:
 - a. Chairperson –
 - b. Secretary –
 - c. E-list coordinator –
 - d. Spokes person to council –
5. Policies will be developed and adopted individually so as not to flood the Shire's council meetings
6. Each policy as developed will subject to the process of adoption by the populace of the Shire of Lionsdale
7. The Process will be:
 - a. When a policy is ready it will be first read at the next council and entered in the minutes of the meeting.
 - b. The policy as read into the minutes will be published on the forum and eventually posted on the website when we have one.
 - c. People will be encouraged to comment on the policy by emailing the Secretary of the Committee
 - d. At the following council there will be a spot on the agenda for final discussion and consensus will decide if the policy is adopted or sent back to the committee for revision.
8. If in the future it is found that a policy is out of date or needs to be reworked in anyway, it will be only by the direction of the populace at a Shire Council Meeting that it will be sent to the committee for revision. Should the committee to adjourned and this happens, a new committee will be decided upon (may be that the people as they are in attendance at that council meeting become a temp. committee and conduct the business in council if the changes are minor)

9. Minutes will not be published but will be available by request from any member of Lionsdale at anytime by request to the Seneschal.