

**CONWAY BOROUGH ACTION COMMITTEE
STANDARD OPERATING GUIDELINES**

**ARTICLE I
NAME OF ORGANIZATION**

The name of the organization shall be known as the “Conway Borough Action Committee” (CBAC)

**ARTICLE II
PURPOSE**

The purpose of this committee is to provide essential input to the Conway Borough Council in a collaborative manner to gather information and formulate options, advice, recommendations and suggestions on governmental affairs and services affecting the Borough of Conway.

The Committee is also expected to become a forum for regular communication between residents, businesses, churches and other non-profit organizations operating within the Borough, as well as an avenue for interested residents / businesses to become involved in the betterment and improvement of the Borough of Conway.

Sub-committees may be created to serve the interests and functions of the committee members, or to address issues passed along by Borough Council.

**ARTICLE III
COMMITTEE STRUCTURE**

1. The Conway Borough Action Committee (CBAC) shall consist of an Executive Committee to be responsible for the oversight, coordination, and communications of committee business, as well as it’s sub-committees.
2. Sub-committees may be created to oversee or accomplish any function that the committee deems to be appropriate (ex: grant writing, gardening, auxiliary to recreation committee, financial, etc....)

**ARTICLE IV
MEMBERS**

1. General membership shall consist of any Resident, Non-profit Organization/Representative or Business Owner/Representative with a physical address within the Conway Borough limits. All qualifying members shall be known as Committee Members.
 - a. No elected official shall be a member of the committee

- b. Appointed Borough officials or employees cannot serve as an officer of the CBAC executive committee. No more than (2) two Appointed Officials and/or employees can serve on the Executive Committee at a time, however any number can be appointed to serve on one or more sub-committees.
 - c. Members of the Executive Committee must have maintained residency within the Borough for a minimum of (1) one year before the date of their appointment.
 - i. There is no minimum residency requirement for membership on one or more sub-committees.
 - d. Members of the CBAC must be at least 16 years of age as of the date of their appointment to either the Executive or one or more sub-committees.
 - e. No more than (1) one member of an immediate family or representative of a Conway business or non-profit organization may serve on the Executive Committee at the same time.
 - f. No more than (2) two members of an immediate family or representatives of a Conway business or non-profit organization may serve on the same sub-committee at the same time.
 - g. Immediate family is defined as husband, wife, children, or grandparents.
2. The total number of members of the Executive Committee of the CBAC shall be limited to no more than (7) Seven.
 - a. The initial 7 members of the Executive Committee shall be appointed by the Borough Council.
 - b. Once initially constituted, vacancies on the Executive Committee will be filled from within the General Membership by majority vote of the total committee membership.
 - c. In the event that a vacant seat is unable to be filled by or from the general membership, the Borough Council shall appoint to fill the vacancy.
3. Sub-committees that are created will have members appointed to them by the executive committee.
 - a. An unlimited number of sub-committees may be created with the total number of members of each sub-committee determined by the executive committee.
 - b. Committee members may serve on an unlimited number of sub-committees.
4. Any Resident, Non-profit Organization/Representative or Business Owner/Representative who wishes to become a general member of the CBAC shall submit a written request to any Committee Member who will present the request at the next Regular Meeting.
 - a. A simple majority vote will elect that person into the membership.
5. No unauthorized Committee Member shall discuss committee business with any member of the Conway Borough Council or at any meeting held by the Conway Borough Council. Such action will result in a review by the Board and possible suspension. Authorized business shall be designated by the committee membership and the proper spokesperson or persons will be the only committee member or members to discuss these matters with council.
6. If a member wishes to withdraw from the committee they must submit a written notification to the Executive Committee at a Regular Meeting.

7. Any member who no longer qualifies under the requirements of a member (Article IV.1) shall be removed from the committee.

ARTICLE V OFFICERS

The officers shall consist of a Chairperson and Vice-Chairperson.

DUTIES of OFFICERS

Chairperson

1. Shall preside at all monthly meetings and conduct the order of business.
2. Shall communicate with Borough Council.
3. Shall maintain a list of Committee Members Names, Address, Phone, Email and other contact information.

Vice-Chairperson

1. Shall be responsible for conducting monthly meetings in the absence of the Chairperson.
2. Shall communicate with Borough Council.

**Minutes of meetings will be kept by a designated member of the executive committee on a rotating basis.

ELECTION of OFFICERS

1. Nomination and election of officers will take place at the December meeting. Committee members may nominate from the floor any member who can in turn accept or decline the position. Newly elected officers will take charge at the January meeting.
2. Each officer shall hold the position for a term of one year.

ARTICLE VI MEETINGS

1. There shall be at least one regular meeting of the CBAC Executive Committee per month. Meetings should be held the same day each month (ex: 2nd Wed.) and will be held at the Conway Volunteer Fire Department Hall on Foote Street, pending facility availability.
2. A quorum shall be constituted as (1) one officer and (3) three members.
3. The Regular Meeting will be as follows:

MEETING AGENDA

- A. Opening
- B. Reading of Minutes
- C. Communications
- D. Items for Committee

- E. Elections (December) – Nominations & Voting
- F. Old Business
- G. New Business
- H. Sub-Committees Concerns (Discuss sub-committee items)
- I. Adjourn

ARTICLE VII SUB-COMMITTEES

1. Sub-committees shall be formed by the membership as selected from the agenda “Items for Committee”, and approved by the Executive Committee.
 - a. Each sub-committee will be named based on the characteristics of the project.
 - b. A committee member appointed by the members of the executive committee shall assume the role as the “Head” of the sub-committee and will report to the Officers of the Conway Borough Action Committee (CBAC).

ARTICLE VIII PARLIAMENTARY AUTHORITY

The rules contained in Robert’s Rules of Order shall govern meetings where they are not in conflict with the Standard Operating Guidelines (SOG) or other Rules set by the Conway Borough Action Committee (CBAC).

ARTICLE IX AMENDMENTS

Conway Borough Action Committee (CBAC) Standard Operating Guidelines (SOG) may be amended by a majority vote of the executive committee subject to review and approval of the Conway Borough Council.