

Committee Type

Advisory Committee-

These committees have been created to advise the BOT and the Village on the subject. Some advisory committees function in an advisory role, while others also manage programming.

Advisory Board on the Visual Environment (Quasi)

Arts & Humanities Council (Need some guidance on how to manage logistics)

Bicycle & Pedestrian Committee

Conservation Advisory Council

HEART Committee

IDEA Committee

Lorraine Hansberry Coalition

Police Advisory Committee

Recreation Advisory Committee

Sustainability Committee

Decision Making Committee

These committees are regulatory bodies responsible for their designated areas as outlined in the Village code.

Planning Board

Water Control Commission

Waterfront Advisory Committee


Zoning Board of Appeals

Village Committee Idea-to-Action Flowchart

IDEAs

?s to consider

- Is it aligned with the Village's strategic priorities?
- Is the idea aligned with the committee's mission?
- Is there another Village committee that is doing similar work?

 **Yes** → Proceed

 **No** → Reassess or table idea

Is this a program or advice?

- ➤ If **Program/Event** → Continue below
- ➤ If **Policy Recommendation** → Go to Section B

Programs

Who benefits and who is impacted?

- Identify stakeholders (residents, village staff, local orgs, etc.)
- Determine outreach or collaboration needs

What is the estimated budget?

- Does the committee have enough money in its budget for this program? If there is questions about budgeting, contact the Village Treasurer.
- If items need to be purchased for the event, this is the procedure.



Who needs to be consulted or give approval?

- Village Manager
- Department Heads
- BOTs
- Community Members

Develop a proposal or presentation

- Include background, benefits, costs, stakeholders, timeline.

Present to Village Manager or Board of Trustees

-  **Approved** → Move to implementation planning
-  **Rejected** → Consider revisions or shelving

Implementation

- Assign lead staff or subcommittee
- Develop a timeline and **communications plan (we need to give a process)**
- Monitor and evaluate

Section B: Advisory Process

Advice should work in two directions between the Village and the Committees. The Village Manager or BOT can solicit advice from the relevant committees. The committee should take

the request and have all committee members weigh in. The committee can also do research and take into consideration what other municipalities.

If a committee would like to submit its opinion on a specific issue to the BOT, it should be done in the form of a memo directed to the BOT.

If a memo is received by a committee, it is placed on the BOT agenda in correspondence....

Notes

Formal request: BOT will make a request to committee- Paula send a memo to the Committee with the requested action.

The committee will then meet and discuss how they would like to proceed.

60 days to respond (is what planning has in the code).