

Rocky Ripple Floodwall Survey Advisory Committee Charter

I. Mission

The mission of the Floodwall Survey Advisory Committee will be to share information with residents to ensure as many as possible are informed on the status of the floodwall project and to subsequently help scope, develop and disseminate a town-wide survey regarding the current proposed floodwall project and provide feedback for decision making to the Rocky Ripple Town Council.

II. Purpose

This committee will play an important role to make sure clear and honest information is communicated and that Rocky Ripple property owner input in the form of a survey is obtained from all town property owners. This committee will be responsible for providing inputs into the survey development and will also help support the creation of a fact sheet to share related to the floodwall project.

III. Name

The name of the organization shall be the Floodwall Survey Advisory Committee of the Rocky Ripple Town Council.

IV. Membership Expectations

The membership and expectations of an Advisory Committee member include the following:

- Membership on the Committee will consist of Rocky Ripple residents who have an interest in sharpening collective awareness of the flood protection initiative for Rocky Ripple;
- Demonstrate leadership by making a commitment in time, talents, connections, and a willingness to provide a major commitment that spans the project;
- Actively participate in Advisory Committee meetings and assigned subcommittee meetings to provide feedback on programs including, but not limited to working with the entire town, crafting requirements for survey respondent eligibility and development of the survey questionnaire itself in conjunction with the Town Council and third-party supplier.
- Share positive news about Advisory Committee activities with others.

V. Appointments

Membership shall consist of residents that live on the river and residents that live inside the town but not along the river, and residents that live in the homes that were left out of the project. The Advisory Committee seeks to be a diverse group in terms of gender, culture, and area of residence within the town of Rocky Ripple represented. The Rocky Ripple Town Council has final decision-making authority on new committee members but will seek recommendations and input from the Advisory Committee as needed.

VI. Terms

Appointment of the Advisory Committee will be for the duration of the survey project.

VII. Removal of Members

If at any time during a member's term, she/he/they is not fulfilling the responsibilities of membership, she/he/they will be asked to resign from the Advisory Committee by the Advisory Committee Chair.

VIII. Governance

The members of the Advisory Committee consist of the body of the Committee and are its government.

IX. Quorum

A simple majority of the members present of the Advisory Committee shall constitute a quorum.

XI. Appointments and Terms of Chairperson

Chairperson of the Committee shall be appointed by the Rocky Ripple Town Council.

XII. Voting

Advisory Committee matters subjected to a vote will be decided by a simple majority of a quorum.

XIII. Recommendations of the Board

All recommendations of the Advisory Committee are advisory to the Rocky Ripple Town Council for implementation at their discretion.

XIV. Meetings

The Advisory Committee shall meet on dates announced by the chairperson. Selection of meeting dates and locations shall be the responsibility of the chairperson. May want to add expectation for time commitments required.

XVI. Duties of the Chairperson

It shall be the duty of the chairperson to act as the executive head of the Advisory Committee and to preside over meetings of the Committee. The chairperson shall serve as the Committee representative at Rocky Ripple Town Council meetings and provide Committee updates to Town Council, as well as receive information from the Town Council and communicate it to committee members. The chairperson will have the power to call special meetings of the Committee; to appoint working committees; to decide points of order; and to appoint, with concurrence by the Rocky Ripple Town Council, an interim officer in case of vacancy.

XIX. Duties of the Rocky Ripple Town Council

The Rocky Ripple Town Council shall provide appropriate information and data necessary for the Advisory Committee to carry out its activities, and inform the Advisory Committee on actions regarding Advisory Committee recommendations. The Rocky Ripple Town Council shall play an active role in the development and review of survey respondent eligibility criteria and will have final decision rights on the content of the survey itself.

XXII. General Provisions

Unless specifically asked to do so through action documented via an official meeting of the Rocky Ripple Town Council, Advisory Committee members shall not communicate or represent themselves as a decision-making authority on behalf of the Town of Rocky Ripple for any business pertaining to this project.