

Approved 2/25/2008  
Amended 4/27/2009

### **Resolution to Create a Communications Advisory Committee**

#### Findings and Purpose:

The citizens of Mansfield are the stakeholders in the Town Government. Elected and volunteer representatives and administrative staff fulfill specific functions to make the Town Government responsive and efficient to the needs its citizens. The timely dissemination and receipt of information between the citizens and their representatives is critical to fulfillment of the activities of the elected and appointed officials. This often requires the use of multiple communication modes.

Currently, the Town of Mansfield has neither a formal policy nor coordinated program of communication to maximize the dissemination and receipt of information among all interested parties of the community. Several communication vehicles are available and utilized in varying degrees including public meetings, print, web, cable, video and radio. The format for meetings with public participation will be variable depending on the venue and purpose..

Therefore, be it resolved that:

1. Pursuant to Chapter A192 of the Mansfield Town Code the Town Council shall establish a Communication Advisory Committee.
2. The membership of the Communications Advisory Committee shall consist of seven (7) members of the public who shall serve as regular members and one (1) alternate (added 4/27/2009), none of whom shall be serving as elected officials of the Town or Town employees. The Town Council shall make the appointments.
3. The term of office shall be for thee (3) years, except that one (1) shall serve one (1) year from their date of appointment, two (2) for to (2) years from their date of appointment and two (2) for three (3) years from their date of appointment.
4. The Town Council may appoint Town employees as ex-officio non-voting members of the committee.
5. The responsibilities of the Communications Advisory Committee shall include but not be limited to:
  - A. Make recommendations to the Town Council concerning general and/or specific communications policies and practices.

- B. Monitor and evaluate communication policies and practices.
- C. Review and/or recommend to the Town Council formats for specific types of public meetings (ie. Town Budget Meeting, Informational Budget Meetings).
- D. Review and evaluate format for materials distributed for Budget Information Meetings, Town Budget Meeting and any other items as requested by the Town Council and Staff.
- E. Investigate and recommend best practices for all aspects of communication among the Town Council, Town Administrative staff, Mansfield residents and regional interests when applicable.