



Guidelines of the Gateway Committee

1. Mission

The Washington Grove Gateway Committee was established to provide strategic guidance on the management of Town borders (both real and perceived) with the overarching goals of:

- Making the entrances and overall town experience both welcoming and inviting
- Providing a better sense of inclusion for residents living in outlying areas
- Upgrading Washington Grove Lane and Railroad Street to ensure drivers feel they are going through (and not around) our town

2. Committee Structure

The committee consists of the Chair, record keeper, and regular members. All committee members are voting members.

- The Chair is responsible for keeping a record of the committee membership and communicating it to the Town Clerk as needed, generating the agenda and the notice of the meeting, scheduling the meeting, running the meeting, assigning tasks to members, and drafting various communication materials including for the town (bulletin), the website, town meeting presentations, etc. The agenda will be sent to the Town Office and posted on the Town website (Google doc folder) at least a day prior to a scheduled meeting. The Chair is free to delegate any of these tasks to other members.
- The record keeper is responsible for generating the meeting minutes and organizing and archiving various committee documents. Approved meeting minutes will also be sent to the Town office and posted on the Town website (Google doc folder).
- The Council Liaison is a voting member of the Committee and provides a communication channel between the committee and Town Council. The Council liaison follows provisions determined by the Town Council for budget preparation and expenditures. As a member of the Town Council, the liaison cannot be committee chair.

3. Membership

The committee welcomes new members while wishing to ensure that its members are truly interested in its goals.

One can become a member of the committee upon attending a 2nd out of 6 consecutive meetings and expressing desire to do so. At that time, a current committee member will offer to further explain the functions of the committee, discuss past actions of the committee, and committee plans.

Membership will lapse for any member who misses 6 consecutive meetings. Reinstatement will occur upon attending the 2nd out of 6 consecutive meetings.

4. Meetings

The committee meets monthly. Additional meetings may be added upon agreement of the committee.

The Committee Chair is elected annually at the first meeting of the year by the majority of those present. At the February meeting, the committee will discuss expenditures to date and projected expenses for the remainder of the fiscal year. This is to prepare figures for the Town Council budget work session in the latter half of March.

A quorum (> 50% of committee members) is not required to hold a meeting, but is required to pass a motion. Committee decisions are made first by pursuing a consensus among the committee members. If a consensus is not reached, and a quorum is present, then an open vote is required to approve an introduced and seconded motion. A majority vote of those attending the meeting is necessary to pass a motion.

5. Conduct of the Committee Members

Committee members are expected to be respectful and courteous to each other and to allow each participant a fair opportunity to contribute. While participating in Washington Grove committee activities, all participants shall act in accordance with all applicable laws, the Washington Grove Town Charter, and the Washington Grove Code of Ordinances.

6. Modifications to Guidelines

These guidelines can be amended by majority vote of the committee members present at a meeting in which there is quorum.