



**TO MEMBERS AND PROSPECTIVE MEMBERS OF BOROUGH BOARDS,
COMMITTEES AND/OR COMMISSIONS**

The Mayor and Council of the Borough of Bloomingdale hereby wishes to express appreciation for your service on our boards, committees and commissions (hereafter referenced as “Board”). The Borough is very fortunate that our government can have diverse layers because of such service. These layers allow us to provide quality services to our residents, keep abreast of current issues that may affect the direction of local government and foster the community spirit that is unique to Bloomingdale.

Your service is greatly appreciated and yet, as you know, it is important that each of us hold ourselves accountable to the rules and regulations that guide our public service. Therefore, this memorandum shall also serve to help guide you in the process.

1. Each appointee shall become familiar with the meeting schedule for the respective board.
2. Each appointee shall ensure, before accepting such appointment, that he/she can generally attend the meetings of the board.
3. Each member shall understand the purpose of their body and shall not seek to supersede the role of the Governing Body.
4. Each board, committee or commission shall appoint a chairperson from among their members.
5. The Chair shall, in addition to responsibilities specific to his/her board, be responsible for the following:
 - a. Ensure that the Clerk’s office is notified of all scheduled meetings and/or cancellations.

- b. Ensuring that minutes of the body are filed in the Office of the Municipal Clerk as soon as possible after their approval by the board. The Clerk shall then ensure that those minutes are distributed to the Governing Body.
 - c. Maintain attendance records for members of the body. The Chair must notify the appointing authority through the Municipal Clerk if any member is absent for three consecutive meetings or is absent for six or more meetings in a calendar year. If the absences are excused absences, the Chair should so advise the appointing authority and make a recommendation as to whether or not the member in question should be removed.
 - d. Ensure that all requests from the Governing Body are properly addressed and information asked for is provided to the Municipal Clerk or Full-time Mayor for distribution to the Governing Body.
6. If the board has information, advice or recommendations to convey to the Governing Body, such information should be submitted to the Municipal Clerk for distribution to the elected officials. No board member shall attend a Council meeting without advance notice or invitation to discuss matter related to the Board. Official business of the board will be communicated to the Governing Body by virtue of the minutes or written communications distributed through the office of the Municipal Clerk.
7. Appointees to Borough boards, committees or commissions are not at liberty to express individual opinions under the guise of his or her position on any such municipal body.