

CROZET COMMUNITY ADVISORY COUNCIL GUIDELINES

(Adopted 9/1/2010)

- Background:** Community residents, local government, the business community, and other organizations play a role in shaping a community. The Master Plans are created with substantial time and effort from all these groups collaboratively. To continue that collaboration and communication, the Plan calls for the appointment of a citizen group that will serve as one of the major vehicles by which the communities will remain engaged in the plan's implementation. Adopted
- The Advisory Councils will provide assistance, feedback and input to County staff and the Board of Supervisors on community and county efforts related to implementation of the Master Plan, in accordance with established county procedures. Advisory Council members will communicate with their constituencies to increase understanding of and support for successful implementation of the Master Plan. The membership is broad-based to incorporate a variety of perspectives and ideas and to provide citizens, business people, and representatives of community groups a chance to be engaged and to be heard in a constructive and meaningful way.
- The Councils will be a catalyst for helping foster a sense of community and work towards effective and efficient Master Plan implementation. The Advisory Councils will contribute to public understanding of and support for Master Plan implementation through enhanced communication and collaboration among all stakeholders, and will seek to identify, and communicate and collaborate with unrepresented stakeholder groups.
- Timing:** The Advisory Council should be formed immediately after the adoption of the Master Plan.
- Membership:** The Board of Supervisors shall appoint ten to fifteen members to the Council with representation from the following:
- Citizens at large
 - Property owners and Stakeholders
 - Business community members
 - Civic/neighborhood organizations
 - Representatives from adjoining areas
- There shall also be a Planning Commission liaison appointed to the council who will attend meetings, report back to the Commission at its regular meetings with a synopsis of the Council's meetings/activities, as appropriate. The liaison, along with other Commissioners, may identify agenda items or updates that should be provided to the Council and the greater Master Plan area.
- County planning staff will coordinate all staff support to the Advisory Council; ensure meeting supplies, print and copy agenda and meeting materials.
- Time Commitment:** All Councils will meet together as a group annually to focus on issues of common interest to development area communities and individual councils will meet several more times during the year as needed based on master plan implementation activity.
- Length of Term:** Members will be appointed for either a 2 or 3-year term to stagger the transition of new members on and off the council. Members may serve two consecutive terms. After initial appointments, terms will be for 2 years.
- After serving two consecutive terms, members must rotate off the council for at least one term before they can be re-appointed.
- An exception to the two-term limit may be made for extenuating circumstances if approved by at least a two-thirds majority of Council. Such member is permitted to serve only one additional two-year term and is also required to get the approval of the Board of Supervisors.

Responsibilities:

1. Serve as liaisons by: 1) contributing to public understanding of and encouraging support for Master Plan implementation; 2) keeping the community informed of the needs, purposes, and progress of Master Plan implementation; 3) encouraging interest and participation in community and county efforts related to the Master Plan and participation in public meetings; and 4). enhancing collaboration among all community stakeholders.
2. Gather input from constituencies represented and bring these issues to the attention of staff and the Council, and distribute information from the council back to constituents.
3. Stimulate creative thinking in examining implementation issues and identify ways of using community resources to meet implementation needs and challenges.
4. Provide information to the Board of Supervisors as requested.

Principles:

To assist with meeting facilitation thereby ensuring that all members' voices are heard and viewpoints considered, all Council members will:

- ❖ Act on the basis of information and understanding.
- ❖ Focus their efforts strategically to achieve the greatest possible contributions.
- ❖ Strive to achieve a consensus on actions/recommendations that are important to Master Plan implementation.
- ❖ Comment as a council constructively and with appropriate suggestions and offers of help.
- ❖ Work toward benefiting Master Plan implementation rather than special needs or interests
- ❖ Accept responsibility for the success of the Advisory Council by contributing appropriate time and energy.

NOTE: Each committee member will receive the following, some of which will be distributed prior to the first meeting and some of which will be developed during the first committee meetings with the committee:

1. Copy of the Master Plan
2. Copy of the Information for Advisory Committee Members
3. Copy of Advisory Committee Procedures
4. Advisory Committee Members List
5. Advisory Committee Meeting Schedule

*Also see Albemarle County Community Advisory Council Rules of Procedure (Adopted 9/1/2010.)

CCAC info: <http://www.albemarle.org/upload/images/webapps/boards/bc/showrecs.asp?ID=123>