



STATE OF CONNECTICUT – COUNTY OF TOLLAND
INCORPORATED 1786

TOWN OF ELLINGTON

55 MAIN STREET – PO BOX 187
ELLINGTON, CONNECTICUT 06029-0187

www.ellington-ct.gov

Guidelines for Ad Hoc Committees with Associate Members/Student Representatives

General Guidelines for Ad Hoc Committee Members and Associate Members/Student Representatives

- A. Participation of Associate Members/Student Representatives [herein referred to as Associate Members] must not interfere with any school activity or extend beyond any curfews in place.
- B. Associate Members will make every effort to report for meetings and events and will communicate with the Chairperson of the committee if he/she is unable to attend a meeting or event.
- C. The Ad Hoc Committee must appoint one member as the Advisor to Associate Members to function in an advisory capacity to guide Associate Members during events or in the planning of events. The Ad Hoc Committee Advisor must undergo a criminal background check prior to taking on this role.
- D. A minimum of two (2) Ad Hoc Committee members will be present at all times at any function/meeting involving Associate Members.
- E. Associate Members will not be the last to leave a meeting or event; Ad Hoc Committee members (a minimum of two) must ensure that all Associate Members have been retrieved by a parent/guardian or his/her designee. No Ad Hoc Committee member (other than a parent/guardian or his/her designee) shall transport any Associate Member to or from a meeting or event.
- F. Parents/Guardians will be provided with contact information for the Ad Hoc Committee members.
- G. Ad Hoc Committee meetings, as with all Town meetings, are open to the public; therefore, parents/guardians of Associate Members are eligible to attend, with the understanding that they are regarded as members of the public and are expected to abide by the proper rules of order.

General Conduct for Ad Hoc Committee Members and Associate Members

- A. All members will exhibit professional behavior at all times.
- B. All Members shall be courteous and respectful to each other and to the general public in all situations.
- C. All Members shall maintain a neat and clean appearance when representing the Town.
- D. All Members shall respect the rules of order at all meetings.
- E. Any member violating the General Conduct rules or involved in any illegal misconduct will be subject to removal by the Board of Selectmen. Any member who believes that the actions or words of another member constitute harassment or unlawful discrimination has a responsibility to report it to the First Selectman's Office. Confidentiality at the time of reporting the incident will be preserved to the maximum extent possible.

Associate Members Membership

- A. Associate Members serving on a Town Ad Hoc Committee shall be between the ages of 14-17.
- B. Associate Members are non-voting members.
- C. Associate Members may apply for membership by completing a Statement of Interest for Associate Member/Student Representatives form [Attachment A] and a Confidential Medical Form [Attachment B] and submitting both to the First Selectman's Office. The applicant's Statement of Interest will be considered by the Personnel Committee and the Board of Selectmen. A copy of the Confidential Medical Form will be forwarded to the Ad Hoc Committee Chairman and Advisor after the Associate Member is appointed.
- D. Written parental or guardian permission is required for membership as indicated on the Statement of Interest form.
- E. Associate Members will serve a term of one (1) year, with potential for additional terms of service dependent on the recommendation of the committee chairperson.
- F. After reaching the age of eighteen (18), Associate Members [who become registered voters in the Town of Ellington] may apply for regular membership by completing and submitting a Statement of Interest form [Attachment C] to the First Selectman's Office. The applicant's Statement of Interest will be considered by the Personnel Committee and the Board of Selectmen, in conjunction with the Town of Ellington Charter, Section VIII – Appointed Boards and Commissions.