

**November 25, 2008**  
**Herndon Town Council**  
**Guidelines to Establish Ad Hoc Advisory Committees**

- Members of the Town Council and key staff will advise the Town Clerk of interest in establishing an ad hoc advisory committee. The Town Clerk advises Council as a whole. The member of Council or key staff will then - as a 'roundtable' item or during 'comments' portion at meetings - ask for concurrence of Council to establish the ad hoc advisory committee.
- Following concurrence of Council, a draft resolution is prepared to authorize the creation of the advisory committee and define the mission, goals and composition for Council review and action. Talent bank applications are solicited through the Town's Web site, via news release, in the Town's monthly newsletter "Talk of the Town" and through other communications channels.
- Council reviews the talent bank applications and makes appointments to the committee. Appropriate staff is identified as 'ex-officio' members to provide primary and technical support.