

## Questions regarding FOIA and Committees:

### 1. FOIA

a. The Clerk should be copied on correspondence done by email if something is sent to three or more Town Council members or Planning Commission members. A meeting includes the formal and informal meetings of public bodies, including work sessions, either physically or by electronic communication pursuant to Section 2.2-3708.2 of as many as three members (or a quorum, if less than 3) of the public body, wherever held, with or without minutes being taken, and whether or not votes are cast. A committee of a public body is itself a public body. Thus, for example, if 2 or 3 committee members of the governing body or planning commission gather, this is a 'meeting' since 2 of 3 is a quorum.

b. Committees may email each other AND the Town Clerk should be included. (see above)

c. Agendas and supplemental materials need to be shared with the Town Clerk at least 3 days ahead of any meeting, or they could potentially be disallowed to be handed out (during a meeting) without prior access by the public and the Clerk. They should be provided for every meeting. (see "a." above)

### 2. COMMITTEES

a. The current foci for each committee is determined by the Chair with direction from the Mayor and Council, and the timelines are generally set by the Chair with the same direction from the Mayor and Council. The foci and timelines are variable as a result.