

## **Official instructions for the residents' councils of Hornafjörður Municipality**

### ***Mandate***

The residents' council acts on behalf of the town council in the manner stipulated in the official instructions and according to the municipality's bylaws and the Act on Municipalities no. 138/2011.

There will be three residents' councils in the municipality, one council for Lón and Nes, one council for Mýrar and Suðursveit and one council for Öräfi. The residents' councils can use the municipality's community centers for meetings.

An employee of the residents' council is the administrative and information officer.

### ***Appointment***

Each apartment council shall consist of three representatives elected by the residents, together with two alternates.

The first residents' councils will be appointed by the town council after advertising for interested residents. That appointment will be for one year.

Residents can offer themselves as candidates for the election. Residents secretly vote for a representative at a general residents' meeting, the person chosen can opt out. If none of those who were elected wants to serve on the council or no election has taken place, the town council can nominate residents to the council. Members of the municipal council are not eligible for election to the residents' council.

The residents' council divides the duties, chairman, vice-chairman and council member.

### ***Role and scope of work***

Residents' councils must work towards increased resident democracy within the municipality and are an important forum for consultation within the Municipality of Hornafjörður.

To be a formal forum for discussion on interest groups and the municipality's services for the relevant area and to promote the strengthening of social resources.

To be a platform for consultation for residents, non-profit organizations and businesses in their local area.

To be a platform for the residents of the area to be active participants in all the policy formulation of Hornafjörður within the relevant area.

Residents' councils must act as advisors to the municipality's administration and better connect the administration to the residents and utilize their knowledge in their immediate environment.

To make proposals to the town council about activities and services within the relevant area.

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The employee of the residents' council is responsible for delivering the meeting minutes to the municipality's administration and presenting them to the town council.

### ***Practices***

The practices of the sub-committees of the Hornafjörður town council are discussed in Section VI in the *Resolution on the management and rules of procedure of the Municipality of Hornafjörður*.

The residents' councils meet four times a year, the chairman chairs the meetings. Additional meetings shall be called at the decision of the chairman or if at least two committee members so request. The employee submits the signed minutes to the administrative staff who ensure that the minutes are included in the agenda of the next meeting of the municipality's town council.

The employee of the residents' council is in charge of receiving inquiries and issues that come before the council. A meeting notice must be sent to the main and alternate members two days before the meeting, it can be called with shorter notice with the consent of all committee members and must be recorded in the minutes at the start of the meeting.

Committee members shall receive a reasonable fee from the municipal fund for their work according to the resolution on the salary of elected representatives.

### ***Follow-up***

The residents' council and its employee are responsible for the implementation of the policy that has been formulated at any given time.

### ***Rights and obligations of committee members***

The provisions of the *Act on Municipalities* and the *Resolution on the management and rules of procedure of the Municipality of Hornafjörður* apply to the rights and obligations of committee members.

*Approved by the town council on March 9, 2023.*

*Mayor Sigurjón Andrésson*