



Policy Number:	2030
Policy Title:	Committees

1. The Board of Directors may use standing or ad hoc Committees in carrying out its responsibilities.
2. When the need for a Committee of the Board is determined, the Board President will direct the type of committee to be used (standing or ad hoc), and appoint the chairperson and members of the Committee based on recommendations of the Board and Staff. The Board President will publicly announce the committee type, membership, mission, scope, budget (if applicable), and estimated schedule of the committee's work at the earliest regular Board meeting. Each Committee shall generally have no more than two regular members and one alternate member.
3. Committee meetings shall be called by the chairperson of each Committee, or by Staff, and shall be coordinated and noticed (for standing committees) by the General Manager.
4. Notice of Committee meetings (for standing committees) shall be posted and given in the manner specified by law. A written agenda shall be prepared for each standing Committee meeting. Minutes of the standing Committee's meetings shall be kept. Ad hoc Committee meetings are less formal, and therefore need not conform to these requirements.
5. Progress reports on Committee activities should be given by the Committee Chairperson at the regular monthly Board meeting. Final reports to the Board, containing the Committee's recommendations, should be presented to the Board in writing at the conclusion of the Committee's work.
6. Citizens Advisory Committees may be appointed by the President, with the advice of the Board of Directors and Staff, as deemed necessary to undertake special assignments where broader public input on issues is needed. Citizens Advisory Committees, like Board Committees, shall have an explicit mission, and shall exist for a specific time period.