



## **STAFF REPORT**

**DATE:** July 14, 2021

### **TITLE:**

Committee Policy Resolution 2021-5

### **RECOMMENDATION:**

#### **By Motion:**

The Board of Directors adopt the Committee Policy Resolution 2021-5 and rescind the prior two Resolutions 2008-2 and 2018-7.

### **BACKGROUND:**

Resolution 2008-2 was established in 2008 and focuses on Committee structure and process. It has not been updated in over 13 years. Resolution 2018-7 focuses on Committee conduct. Combined, these two Resolutions provide the foundation for how Committees in general are supposed to function. Over the past several months, Staff, in collaboration with current and past Committee members, has reviewed and updated several Committee Charters including the Finance Committee, General Plan Committee and Trails and Open Space Committee; it is currently reviewing the Giving Fund Charter. Based on this work, it became apparent the governing 2008-2 and 2018-7 Resolutions needed to be updated. Staff worked collaboratively on consolidating information from the two prior Resolutions to create one Committee Policy Resolution that applies to all Committees where appropriately established by the Board.

### **ANALYSIS:**

By combining Resolutions 2008-2 and 2018-7, Staff was able to consolidate information into one document. Committee Resolution 2021-5 outlines the following:

- Purpose for each Committee
- Committee Personnel
  - Size
  - Officers
  - Duties
  - Officer Election, Succession and Removal
- Committee Appointments
- Qualifications
- Application Process
- Subcommittees
- Committee Operations
- Rules of Order
- Principles of Conduct

Normally when updating a Resolution or other policy document, Staff would provide a redlined version so Board members could follow the changes. Based on the number of changes to the updated Resolution, providing a redlined version of the document is not practical. Staff has provided Resolutions 2008-2 and 2018-7 as attachments.



**OUTREACH:**

Staff worked collaboratively with stakeholders on consolidating the prior two Resolutions 2008-2 and 2018-7 to create one Resolution that contains information to be consistent within each charter.

**FISCAL IMPACT:**

N/A

**ALTERNATIVES:**

The Board has several alternatives:

1. Continue following the prior Resolutions 2008-2 and 2018-7.
2. Propose amendments to the current proposed Resolution 2021-5.

**ATTACHMENTS:**

EXHIBIT A Resolution 2008-2

EXHIBIT B Resolution 2018-7

EXHIBIT C Resolution 2021-5

**Prepared By:** Robin Bennett, Assistant to the General Manager, Clerk to the Board

**Board Meeting Date:** July 14, 2021

**General Manager Approval to Place on the Agenda:** \_\_\_\_\_