

**Board of Supervisors  
Committees and Commissions Overview  
March 24, 2015  
Proposed Next Steps**

**ANALYSIS TRACK**

Staff analysis of Board, Committee, Commission and Joint Power Authority's (JPA's) in the following key areas:

- Define the connection with the Board through analysis of governing documents
  - Ordinances, Resolutions, Bylaws, JPA agreements, other action
- Alignment with the Board of Supervisor's strategic goals and objectives
- Analyze the current scope of work:
  - Meeting agenda's and minute's
  - Current projects and sub-committee work
  - Discussions with support staff
  - Discussions with committee membership
- Evaluate committee membership structure

## **POLICY TRACK**

A Draft Policy may include the following for Board designated committees and commissions:

- Periodic review dates for governing documents
- Standards
  - Purpose, Definition, Scope
  - Appointment process
  - Membership limits/conflicts
  - Term rules and resignation process
  - Attendance requirements
- Mandatory reporting to the Board on an annual basis, at a minimum.
- Mandatory member training as prescribed in a “Committee Member Reference Guide” that would include;
  - Applicable laws (Brown Act and other applicable State Law)
  - Committee’s governing document
  - Responsibilities of a Chair, Vice-Chair and Members
  - Agenda related information and Meeting protocols
  - Staff support or lack thereof and expectations standardized
  - Applicable Board Policies
- Board of Supervisor’s committee creation methodology

\*Member training and the Guide would be directed by the Policy, the process and Guide itself would be the equivalent of “Administrative Procedures.”