

POLICY TITLE: ADVISORY BODY STANDING SUBCOMMITTEES

POLICY STATEMENT:

The City Council recognizes that use of temporary and standing subcommittees is an appropriate way to focus and accomplish the work of advisory bodies.

For purposes of this policy, the term advisory body shall include boards and commissions, committees, and task forces established by the City Council.

Standing Subcommittees

A standing subcommittee shall be defined as a body made up of less than a quorum of an advisory body with a specific charge that shall be in existence for more than six months.

Standing subcommittees must comply with the Brown Act.

Standing subcommittees will be staffed to ensure, at a minimum, compliance with the Ralph M. Brown Act.

Council approval must be obtained by an advisory body to establish a standing subcommittee within six months of its establishment.

Fiscal and workload impacts of staffing will be considered by advisory bodies when recommending creation of standing subcommittees and by Council when granting approval.

Temporary Subcommittees

A temporary subcommittee shall be defined as a body made up of less than a quorum of an advisory body with a specific charge that shall be in existence for less than six months.

Temporary subcommittees are not bound by the Brown Act.

Staffing of temporary subcommittees is at the discretion of the department head.

AUTHORIZATION: Council Policy Manual Update of November 17, 1998

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