


<h1>POLICY MANUAL</h1>	Date Adopted: July 11, 1966
Classification: BOARD OF DIRECTORS	Date Last Amended: 01/13/75; 03/14/83; 03/28/89; 12/14/93; 01/23/96; 11/12/97; 11/09/99; 08/27/08
Subject: Standing Committees	Approved By: 

The Chairman of the Board shall establish from among its members five Standing Committees to provide analysis, advice and recommendations to the Board of Directors.

Not later than the first meeting of the Board of Directors in February of each odd-numbered year, the Chairman shall nominate, for ratification by the Board, members of the Board to serve as members or alternate members of each of the Standing Committees. The Chairman shall submit those appointments to the Board for ratification. The Chairman shall designate the Committee member who will serve as Committee Chairman. Those Committee Chairmen, Committee members and alternate members shall serve two year terms. In order to increase and broaden involvement and participation among Directors, those Committee Chairmen and Committee members shall not serve successive full terms unless no other Director is willing to serve in those respective capacities. A term of one year or more shall be deemed to be a full term. This rule shall not apply to the Administrative Committee, the Priorities and Programming Committee or the Joint Program Coordinating Committee. In appointing members of the Standing Committees, the Chairman shall give preference to alternate members of that Committee who may serve successive terms.

Meetings of the Standing Committees shall be held pursuant to the applicable statutory notice requirements in a facility accessible to the general public.

Meetings of the Standing Committees may be called at the discretion of the Committee Chairman or upon direction of the Chairman of the Board. However, meetings may not be held more frequently than one meeting per month without approval of the Board of Directors. Nevertheless, in cases deemed to be an emergency by the Chairman or Acting Chairman of the Board, he or she may call additional meetings of the Committee without further approval.

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The specific committees and their respective responsibilities shall be as follows:

**ADMINISTRATIVE COMMITTEE**

The Administrative Committee shall conduct periodic reviews of the budget and recommend appropriate revisions to the Board of Directors. The Committee shall review and present recommendations to the Board of Directors regarding matters of internal administration including staffing and organizational structure. The Committee shall also review the retirement program and make recommendations to the Board of Directors regarding that program. The Chairman and the Vice-Chairman of the Board of Directors shall be members of this Committee and serve as Chairman and Vice-Chairman thereof respectively.

The Committee shall meet no less than twice per year, and shall meet such other times as may be determined necessary by its Chairman.

**POLICY COMMITTEE**

The Policy Committee shall develop, recommend to the Board of Directors and maintain a District Policy Manual. The Committee shall ensure the application of existing policies and the development of appropriate new policies dealing with such matters as long-term capital distribution, the financing mix, public relations, intergovernmental relations, water conservation, recreation and other related matters. The Committee will identify Board policies affecting the District and will supervise the formalization of these policies and recommend their adoption to and by the Board.

The Committee shall meet no less often than twice each year to review the current District Policy Manual; and shall meet such other times as may be determined necessary by its Chairman.

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**PRIORITIES AND PROGRAMMING COMMITTEE**

The Priorities and Programming Committee shall be comprised of a representative of each participating agency; to wit, City of Fresno, City of Clovis and County of Fresno. The Committee shall recommend appropriate long-term priority and program planning. It shall participate in the identification and evaluation of the various alternative programs available to the District. The Committee shall review and recommend to the Board for its approval the portions of the annual budget addressing short-term capital improvements, long-term capital improvements and annexation planning. It shall also review all projects proposing use of the Economic Development Reserves for a determination of priority and consistency with the Board’s Budget Reserve, Economic Development Policy. The Committee shall submit its recommendation to the Board of Directors for their action. The Committee shall also periodically analyze the technical features of the Storm Drainage Master Plan, and submit to the Board of Directors appropriate recommendations regarding that Plan.

The Committee shall meet no less often than twice each year, once prior to development of the annual budget and once prior to the Annual Executive Staff Retreat. The Committee shall meet such other times as may be determined necessary by its Chairman.

**COMMUNITY RELATIONS COMMITTEE**

The Community Relations Committee shall recommend to the Board of Directors a coordinated program of public information that will communicate to the community at large facts concerning the District’s activities, programs, resources and functions. The Committee shall oversee the publication of a regular newsletter, shall coordinate the media relations of the District, shall conduct appropriate dedications of District facilities, shall conduct such events as are appropriate to honor individuals who have served the community through the District, shall, where appropriate, involve citizens living within of the District in the planning and design of facilities and programs, shall make recommendations to the Board of Directors concerning those portions of the annual budget dedicated to public meetings, events and information; and shall submit to the Board of Directors other recommendations relating to the public image and information activities of the District.

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The Committee shall meet at least quarterly; and shall meet such other times as may be determined necessary by its Chairman.

**JOINT PROGRAM COORDINATION COMMITTEE**

The Joint Program Coordinating Committee shall represent the Board of Directors in systems operation negotiations with the Fresno Irrigation District and other appropriate entities. The Chairman of the Board of Directors shall be a member of this Committee. The Committee will meet as needed with its counterpart from the Fresno Irrigation District; or other entities, and the two counterparts shall form the FID/FMFCD Joint Program Coordinating Committee (or other entity as appropriate). The Committee shall discuss and recommend to the Board of Directors systems operating policy, systems design objectives, project construction priorities, project scheduling and financing, and appropriate forms of contracts or agreements.

The Committee shall meet as often as deemed necessary by the Chairman of the Committee to address the objectives set forth in this Policy. The District Manager and District Engineer, together with their counterparts, shall serve as staff to the Committee and shall provide such background data and prepare such reports as its Chairman deems necessary.