



<h1>POLICY MANUAL</h1>	Date Adopted: January 9, 2019
Classification: BOARD OF DIRECTORS	Date Last Amended:
Subject: Ad Hoc Committees	Approved By: 

BACKGROUND

At times, there will be issues that come before the Fresno Metropolitan Flood Control District (District) that are not the responsibility of any Standing Committee of the Board of Directors (Board) or that may be better addressed by a specially created committee of the Board. Under these circumstances, it is appropriate for the Board to recommend the creation of a special committee to discuss the issue.

PURPOSE:

From time-to-time, the Chair of the Board may deem it necessary to address special issues that are not under the responsibility of a Standing Committee of the Board or that may be better addressed by a specially created committee of the Board. In such a situation, the Chair of the Board may appoint a committee composed of less than a quorum of Board Members who are tasked with a specific objective that is not perpetual and that will dissolve once its specific objective is completed. This committee shall be called an Ad Hoc Committee.

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POLICY:

It is hereby the Policy of the District that the Chair of the Board may appoint Board Members to serve on an Ad Hoc Committee composed of less than a quorum of Board Members. The selection of the Board Members to an Ad Hoc Committee shall be at the discretion of the Board Chair and may, but need not, be ratified by the full Board.

The Board Chair shall verbally or in writing outline the duties and purpose of the Ad Hoc Committee. The Ad Hoc Committee shall have no duty or responsibility other than to advise and make recommendations to the full Board of Directors. The Ad Hoc Committee shall have no ability to bind the District. The Board retains the authority to make a final decision on any issue.

The Ad Hoc Committee members shall have a clear understanding of its creation and purpose; its duties and responsibilities; its budget for any expenses in excess of normal costs and Committee Member compensation; and, its completion date.

The Ad Hoc Committee shall automatically dissolve upon the delivery of its final recommendation to the full Board or completion of its assigned duties and purpose as determined by the Chair.

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The General Manager-Secretary and the Clerk to the Board shall serve as staff to an Ad Hoc Committee and shall provide such background data and prepare such reports and minutes as determined necessary. At the Chair's or the General Manager-Secretary's discretion, additional staff and/or Legal Counsel may be asked to participate in the Ad Hoc Committee, preparing necessary background data and reports, and may be asked to attend the Ad Hoc Committee meeting.

Ad Hoc Committees are not subject to the notice and posting requirements of the Ralph M. Brown Act.

However, from time-to-time, the Chair may direct that the Ad Hoc Committee notice and post its Ad Hoc Committee meetings, and prepare minutes.